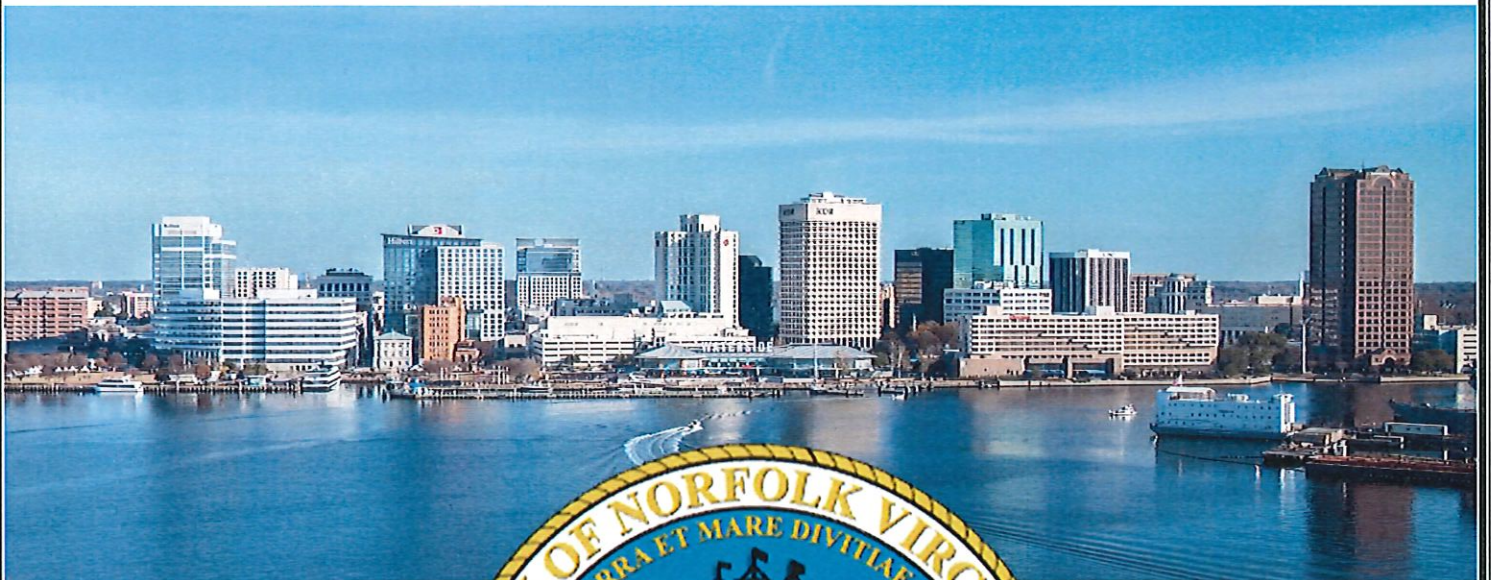


# CITY OF NORFOLK

## **Fiscal Year 2022 Compensation Plan**



**Adopted July 1, 2021**

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## Ordinance and Constitutional Tables

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Form and Correctness Approved:

Contents Approved:

Marva A. Smith

By: \_\_\_\_\_  
Office of the City Attorney

By: \_\_\_\_\_  
DEPT. Human Resources

NORFOLK, VIRGINIA

## Ordinance No. 48380

AN ORDINANCE APPROVING AND ADOPTING THE FISCAL YEAR 2022 COMPENSATION PLAN FOR OFFICERS AND EMPLOYEES OF THE CITY, AMENDING AND REORDAINING THE NORFOLK CITY CODE 1979, AS AMENDED, AND APPROVING CRITERIA AND PROCEDURES FOR PAY SUPPLEMENTS FOR CERTAIN CONSTITUTIONAL AND STATE OFFICERS AND THEIR EMPLOYEES.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- City Compensation Plan. That until otherwise changed by the Council, the pay ranges of the various officers and employees of the City, as set forth in this fiscal year 2022 Compensation Plan Ordinance, and the regulations, tables, appendices and other attachments to it (attachments), which are incorporated by reference, for the administration of the Plan are hereby approved, and said Plan is hereby adopted. No officer or employee of the City shall have the authority to amend revise or otherwise change any aspect of this Compensation Plan Ordinance or its attachments. Only the Council may establish or modify this Ordinance or its attachments. Only the Council may modify this Ordinance or its attachments, and then only by a new ordinance. Such Plan, as to the positions included, shall supersede and replace the fiscal year 2021 Plans approved and adopted by Ordinance No. 48,052, enacted June 23, 2021, and effective July 1, 2021.

Section 2:- Salary Range Adjustments. That effective July 3, 2021, each pay range minimum and pay range maximum of Plans 1, 2, 5, CCC, COR, CWA TRO, SHC, will be increased by at least three percent (3%).

Section 3:- Market Adjustments. Because of this increase, the salary associated with a particular position may exceed the maximum pay grade and/or pay range associated with that position's classification by up to 25% without requiring the



Council's adjustment of the pay grade or pay range attached to the entire classification.

Section 4:- Salary Increases. That effective July 3, 2021, pursuant to the attachments to this ordinance, certain classifications held by City employees will shift pay grades due to the market adjustments. Employees below the minimum pay of their new pay grade, will receive salary increases effective July 3, 2021 so as to increase their salaries to the minimum of their new pay grade.

That certain classifications held by general employees within the department of Emergency Preparedness and Response (EPR) will shift pay grades due to market adjustments effective July 3, 2021 so as to increase their salaries to the minimum of their new grade or a five percent (5%) general wage increase (GWI) whichever is the greater.

Effective July 3, 2021, pursuant to the attachments in this ordinance, certain classifications held by sworn members of the Norfolk Police Department and Norfolk Fire-Rescue Department will shift pay grades due to market adjustments so as to increase their salaries to the minimum of their new grade, or a step equivalent to, or greater than, their current salary.

Effective July 3, 2021, sworn members of the Sheriff's Office shall receive an increase equivalent to at least three percent (3%) based on the tables concerning their compensation attached to this ordinance. Sworn employees in grade 1 will receive the minimum of their grade.

Effective July 3, 2021, City employees, with the exception of certain general employees within the department of Emergency Preparedness and Response and sworn members of the Sheriff's Office shall receive a three percent (3%) general wage increase (GWI). Officers appointed by the Council are authorized to receive a three percent (3%) salary increase effective July 3, 2021. Sworn police and fire-rescue employees who are at or above the maximum of their respective pay range will receive a three percent (3%) general wage increase (GWI). Only members hired before June 30, 2021 are eligible for the increase.

Section 5:- Council and Council President. That until otherwise changed by the Council, the salary of the Council President (Mayor) shall be \$27,000.00, and the salaries of all other members of Council shall be \$25,000.00, and are hereby approved and adopted. This ordinance and its attachments, as they pertain to the Council or the Council President, shall supersede and replace the fiscal year 2020 Compensation Plan



Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 48,052, enacted June 23, 2021, and effective July 1, 2021.

Section 6:- **Constitutional and State Officers and Employees - Pay Ranges.** That until otherwise changed by the Council, the pay ranges of various Constitutional and State officers and their employees, as set forth in this ordinance and its attachments, are hereby approved and adopted. This ordinance and its attachments, as they pertain to said officers and employees shall supersede and replace the fiscal year 2021 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by Ordinance No. 48,052, enacted June 23, 2021, and effective July 1, 2021.

Section 7:- **Constitutional and State Officers and Employees - Change of Provisions.** That the Council shall have the right at any time to change the pay ranges, rates of pay, regulations and supplements set forth in the compensation plan or supplemental pay schedules adopted in the body of this ordinance or its attachments. Moreover, because the City salary supplements are only intended to grant the Constitutional and state officers and employees parity with City employees, whenever the State Compensation Board authorizes an increase to their salaries during the life of this ordinance, the City Manager shall apply that increase to the employee's State Compensation Board authorized salary, and so as to maintain parity, decrease the City's supplement in proportion to the State Compensation Board increase.

Section 8:- **Constitutional and State Officers and Employees - not City officers or Employees.** That notwithstanding the provisions of any ordinance, regulation or action by the Council, City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, the officers and employees of the various Constitutional and State offices whose salaries the City funds, regardless of whether the City funds 100% of their salaries or some smaller percentage and regardless of whether their date of hire is prior or subsequent to the date of the adoption of this ordinance, shall not be officers and employees of the City or eligible for any of the various rights that inure to the status of City employment, classified or otherwise. Unless their position is created and authorized by the Council of the City of Norfolk or in some cases, the City Manager and the City Attorney, and such creation is implemented in accordance with the Charter provisions, ordinances, rules and regulations governing employment with the City, such individuals working within such offices are not and shall not be deemed officers and employees of the City of Norfolk, but instead are and shall be deemed at will employees

of the various Constitutional and State officers and offices, and they shall not, among other things, have any rights to utilize the City of Norfolk's Employee Grievance Procedure. All attorneys licensed to practice law in Virginia or elsewhere who are either in the employment of the City or receiving salaries funded entirely by the City but employed by a Constitutional Officer shall be under the ultimate direction and control of the City Attorney and shall serve at his will. In the case of non-City employees whose attorney positions are entirely funded by the City, they shall receive their City-funded salaries at the will of the City Attorney, regardless of their actual employer.

Section 9:- Special Fiscal Measures. That in situations where the Council reduces its appropriations to fund the salaries and benefits of the workforce (for example, due to severe and on-going economic downturn), the City Manager may initiate a reduction in force. A reduction in force may be justified for various reasons or combinations of reasons, including but not limited to, an economic downturn; the reorganization for efficiency of some department, division or bureau of the City; or the elimination or revision of unnecessary or moribund classifications or positions. In addition, the salaries of all officers and employees, both City Employees and non-City Employees, covered by this ordinance or any of its attachments, including all pay tables, pay systems, pay schedules and pay structures, and its various compensation plan regulations, all of which are incorporated herein by reference, may be adjusted. However, those individuals, if any, whose positions are fully funded by the State Compensation Board shall receive an increase if the Board grants an increase funded entirely by the Commonwealth.

Section 10:- Council Appointees. That those Council Appointee listed in Section 11 of the Charter other than the City Manager and the City Attorney, and all officers and employees within their offices, shall be governed by this subsection, notwithstanding any to the contrary elsewhere in this ordinance or its attachments. This applies regardless of whether the member's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. Pursuant to Section 114 of the Charter and Chapter 2.1 of the City Code, all officers and employees working within those offices, which are the City Clerk, the City Constable (should the City ever return to appointing and hiring a City Constable and employees thereof), the City Assessor, and the City Auditor, are exempt from the classified service and serve at the will of their respective Council Appointee. This applies regardless of whether the officer or employee's position would



be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. Decisions regarding any aspect of the compensation of the officers and employees of these offices shall be made by the Council Appointees heading those offices, except the total limit on compensation shall be subject to the limits on the funding of their offices as established in the Budget ordinances for the fiscal year governed by this ordinance and its attachments. The Council Appointee's discretion to make compensation decisions are restricted by all other general or special laws, including but not limited to, the Charter, the City Code, and applicable statutes and regulations of the Commonwealth of Virginia and the United States.

Section 11:- Department of Law. That the City Attorney, a Council appointee, is the head of the City's Department of Law. All Employees holding positions within the Department of Law are members of the Law Department and, serve under the sole authority and supervision and at the will of the City Attorney, pursuant to Section 114 of the City Charter and Chapter 2.1 of the City Code. This applies regardless of whether the member's position would be a classified position (a position within a classification created by the Civil Service Commission or the Director of Human Resources pursuant to the Commission's delegation) if it were within another Department of the City. All personnel decisions concerning members of the Law Department are at the discretion of the City Attorney. The only limit upon the discretion of the City Attorney in fixing compensation for the members of the law department shall be that established in the budget ordinances for the fiscal year governed by this ordinance and its attachments. Notwithstanding anything to the contrary elsewhere within this ordinance or its attachments, the following rules apply to the Department of Law and its members.

(A) Demotions. When the City Attorney demotes a member of the Law Department due to inadequate performance or for disciplinary reasons, the City Attorney may reduce that employee's salary to any specific dollar amount within the pay range attached to the position title to which the employee is demoted.

(B) Administrative Leave. The City Attorney is authorized to grant a period of leave with pay not exceeding two work weeks to any member of the Law Department who is a city attorney. The authorization of such leave for a new appointee shall be for facilitating recruitment and transition. The authorization of such leave for an existing appointee shall be based on the appointee's past year's work and performance. This leave must be

taken within one year of being granted. Unused leave of this type shall not be paid out upon termination.

(C) New Appointees. The City Attorney may authorize the employment of a new member of the Law at any salary within the pay range assigned to the title. However, employment at a salary exceeding the minimum limit of the pay range shall be based on objective criteria.

(D) Overtime Eligibility. Members of the Law Department who are city attorneys are exempt from the overtime provisions of the Fair Labor Standards Act, and shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek. Members of the Law Department who are not city attorneys are governed by the overtime provisions of the regulations for the administration of the General Compensation Plan and the Fair Labor Standards Act. All decisions authorizing overtime for members of the Law Department who are non-exempt under the Fair Labor Standards Act shall be made by the City Attorney.

(E) General Wage Increase. The City Council has appropriated a general wage increase of three percent (3%) effective July 3, 2021. Members of the Law Department are eligible for an increase in salary effective July 3, 2021, according to the following rules. The City Attorney shall review each member's salary for the purpose of making a compensation adjustment based on consideration of factors such as performance, market conditions and total increases authorized by the City Council for all other employees under this ordinance and its attachments. No member is guaranteed a general wage increase. No percentage increase shall exceed the maximum rate of that member's pay range. The total amount of general wage increases under this subsection shall not exceed the equivalent of the cost to give each of the members a three percent (3%) increase. Whether to give an increase and the amount of any individual member's increase are at the discretion of the City Attorney. Only members hired before June 30, 2021 are eligible for this increase. In addition to any compensation awarded the City Attorney elsewhere within this ordinance or its attachments, the City Attorney shall also be provided the use of a cell phone, an iPad and similar electronic devices.

(F) Bonuses. The City Attorney is authorized to recommend and approve bonuses for exceptionally meritorious service by any member of the Law Department. While bonuses are generally limited to no more than five percent (5%), the City Attorney may approve a higher percentage. Bonuses will not be included in an employee's base wages or retirement calculation.



(G) Administrative Pay Adjustments. The City Attorney may authorize one administrative pay adjustment per fiscal year for members of the Law Department for meritorious service demonstrated as an ongoing and continual basis. An administrative pay adjustment is an amount above the general wage increase provided in subsection (E) above.

(H) Reductions of Compensation. In addition to demotions, the City Attorney may reduce the compensation of any member of the Law Department who fails to perform satisfactory work. At any time during the effective duration of this ordinance and its attachments, the City Attorney may reevaluate the compensation of any member whose rate of compensation has been reduced pursuant to this subsection. If upon reevaluation the City Attorney finds that the member's work has improved, the City Attorney may approve an adjustment of that member's rate of compensation.

(I) Promotions. When a member of the Law Department is promoted, the City Attorney may increase the attorney's compensation to any specific dollar amount within the pay range assigned to the position title to which the promotion is made.

(J) Annual Leave, Leave Carryover and Leave Payout. Section 2-49 of the City Code, 1979, as amended, governs annual leave and its carryover for members of the Law Department. Any remaining accrued leave due a member of the Law Department who has left City service will be paid in the pay period following the last actual work day.

Section 12:- Constitutional Officers. Whereas, it is the desire of the Council of the City of Norfolk and the Constitutional Officers of the City of Norfolk that the compensation of certain officers and employees of these offices which is fixed by the State Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-1627.1, as amended, be supplemented; and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of these offices is not intended to and shall not constitute them employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City.

(A) Every officer or employee of the City's Constitutional Officers whose compensation is fixed by the State Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(B) The Constitutional Officers, whenever the compensation of an officer or employee of their office is increased by the State Compensation Board of the Commonwealth of Virginia to a sum exceeding the supplemented salary, shall take immediate action to notify the Director of Human Resources to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(C) Any compensation paid in accordance with this ordinance to an officer or employee of the City's Constitutional Officers in excess of the sum fixed by the State Compensation Board shall constitute a local supplement, to be payable entirely from the funds of the City appropriated for that purpose in the annual appropriations ordinance for fiscal year 2022.

(D) The appropriations made to fund these supplements and any payments made pursuant to such appropriations are conditioned upon this requirement: that the number of positions within each job title under the Constitutional Officers shall not be increased beyond the total established as of the effective date of this ordinance without the permission of the City Manager.

(E) The purposes of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of the officers and employees of the Constitutional Officers, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein or in any City ordinance shall alter the status of such persons as officers and employees of the Constitutional Officers, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan or other City ordinance are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(F) The compensation of officers or employees of the City, if any, assigned to the supervision of the Constitutional Officers shall be governed solely by the City Compensation Plan and attachments.



(G) The total funding for salaries for any Constitutional Office shall not exceed the total authorized by the State Compensation Board plus these authorized supplements. If at any time during the life of this ordinance the total salaries for any Constitutional Office exceeds the limits, the City Manager shall take immediate action to reduce that office's supplement.

(H) The supplements for each Constitutional Officer and his or her office shall be as set out in the City's Annual Appropriations Ordinance and may not be added to without a subsequent amendment of that ordinance. The payment of any supplements to a particular Constitutional Officer or his or her employees shall be conditioned on the full cooperation of that officer with the City Manager and the Director of Human Resources and their designees in providing all information necessary to include the Constitutional Officers and their employees in the City's systems for calculating the pay and benefits of those City, Commonwealth, or Constitutional Officer employees whose pay and benefits flow through the City's human resource and financial systems, including but not limited to such systems as PeopleSoft. In addition, these supplements may be reduced or eliminated at any time pursuant to other subsections of this ordinance and its attachments, so long as the salaries of the Constitutional Officers and their employees remain equal to or greater than those established by the general laws of the Commonwealth of Virginia.

Section 13:- **Director of Elections.** That every officer or employee of the Director of Elections shall be placed within the pay ranges provided in the attachments to this ordinance where appropriate to their pay rates. The salary of the Director of Elections shall be \$120,543 effective July 3, 2021. Salaries of officers and employees of the Director of Elections shall be increased by three percent (3%) effective July 3, 2021. Only officers and employees hired before June 30, 2021 are eligible for the increase. Nothing contained within this ordinance and its attachments shall alter the status of the Director of Elections and her officers and employees, and their inclusion herein is solely for administrative convenience. The daily compensation for Election Officers assigned to work at voting precincts shall be as follows: Chief Officer, two hundred fifty dollars (\$250) (to include training and delivery of election materials); Assistant Chief, two hundred dollars (\$200) (to include training); Pollbook Officer, one hundred seventy-five dollars (\$175) (to include training); Officer of Election, one hundred fifty dollars (\$150) (to include training); Election Page, one hundred twenty-five dollars (\$125) for full day or seventy-five (\$75) for half day. If the Assistant Chief is

required to fill in for Chief Officer, he/she shall be compensated at Precinct Chief rate.

Section 14:- Magistrates. Whereas, Section 19.2-46.1 of the Code of Virginia, as amended, authorizes the governing bodies of counties and cities to supplement the compensation of magistrates so long as the total amount, Commonwealth salary plus City supplement, does not exceed fifty percent (50%) of the amount paid by the Commonwealth to any magistrate, and

Whereas, the Council considers it to be in the interests of the City that the compensation of magistrates be supplemented; now therefore, the Council ordains as follows:

(A) That the City shall supplement the fixed compensation paid by the Commonwealth of Virginia to the magistrates appointed to serve in the City of Norfolk in the amounts indicated below, the funds for such supplements having been heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2022. As provided in Section 19.2-46.1, referenced above, the governing body of any county or city may add to the fixed compensation of magistrates such amount as the governing body may appropriate with the total amount not to exceed fifty percent (50%) of the amount paid by the Commonwealth to magistrates, provided such additional compensation was in effect on June 30, 2008 for such magistrates and any magistrate receiving such additional compensation continues in office without a break in service. However, the total amount of additional compensation may not be increased after June 30, 2008. No additional amount paid by a local governing body shall be chargeable to the Executive Secretary of the Supreme Court, nor shall it remove or supersede any authority, control or supervision of the Executive Secretary or Committee on District Courts.

(B) That the City shall supplement the fixed compensation of each of the magistrates employed on or before June 30, 2008 by adding thereto a sum equal to ten percent (10%) of their fixed compensation, to be paid in quarterly installments.

(C) That the purpose of this ordinance is solely to supplement the compensation of the magistrates with funds of the City, up to the limit set by and as authorized by Section 19.2-46.1 of the Code of Virginia, as amended, and nothing contained herein shall alter the status of such persons as officers or employees of the Commonwealth and not of the City of Norfolk.

Section 15:-- That this ordinance, shall be in effect from and after July 1, 2021.



ATTACHMENTS

Exhibit A - 8 pages  
Exhibit B - 13 pages  
Exhibit C - 7 pages  
Exhibit D - 15 pages  
Exhibit E - 1 page  
Exhibit F - 1 page

Adopted by Council May 11, 2021  
Effective July 1, 2021

TRUE COPY  
TESTE:

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RICHARD ALLAN BULL

BY: 

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CHIEF DEPUTY CITY CLERK

## FY 2022 Ordinance Pay Tables

Clerk of the Circuit Court (CCC) Pay Plan FY 2022 7/1/21 – 6/30/22					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
CC0007	Administrative Assistant - CC	CCC	5	\$40,171	\$67,628
CC0006	Administrative Manager - CC	CCC	7	\$57,474	\$91,882
CC0013	Applications Manager - CC	CCC	9	\$70,882	\$124,752
CC0011	Cashier - CC	CCC	3	\$32,649	\$52,192
CC0002	Chief Deputy Circuit Court	CCC	9	\$70,882	\$124,752
CC0001	Clerk of the Circuit Court	CCC	10	N/R	N/R
CC0004	Comptroller - CC	CCC	8	\$61,326	\$98,037
CC0010	Deputy Clerk II - CC	CCC	2	\$31,580	\$48,286
CC0009	Deputy Clerk III - CC	CCC	3	\$32,649	\$52,192
CC0014	Deputy Clerk IV - CC	CCC	5	\$40,171	\$67,628
CC0008	In Court Clerk - CC	CCC	4	\$36,519	\$58,378
CC0005	Supervising Deputy Clerk - CC	CCC	7	\$57,474	\$91,882

CCC Pay Schedule FY 2022 7/1/21 – 6/30/22			
Grade	Minimum	Midpoint	Maximum
1	N/A	N/A	N/A
2	\$31,580	\$39,933	\$48,286
3	\$32,649	\$42,421	\$52,192
4	\$36,519	\$47,448	\$58,378
5	\$40,171	\$53,899	\$67,628
6	\$40,171	\$53,899	\$67,628
7	\$57,474	\$74,678	\$91,882
8	\$61,326	\$79,682	\$98,037
9	\$70,882	\$97,817	\$124,752
10	N/R	N/R	N/R



## FY 2022 Ordinance Pay Tables

Commissioner of the Revenue (COR) Pay Plan FY 2022 7/1/21 – 6/30/22					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
CR0005	Administrative Manager - COR	COR	5	\$61,326	\$98,037
CR0006	Chief Deputy - COR	COR	6	\$70,882	\$124,752
CR0007	Commissioner of the Revenue	COR	7	N/R	N/R
CR0001	Deputy I - COR	COR	1	\$28,006	\$56,711
CR0002	Deputy II - COR	COR	2	\$35,151	\$71,425
CR0003	Deputy III - COR	COR	3	\$48,925	\$80,889
CR0004	Supervising Deputy - COR	COR	4	\$57,474	\$91,882

COR Pay Schedule FY 2022 7/1/21 – 6/30/22			
Grade	Minimum	Midpoint	Maximum
1	\$28,006	\$42,358	\$56,711
2	\$35,151	\$53,288	\$71,425
3	\$48,925	\$64,907	\$80,889
4	\$57,474	\$74,678	\$91,882
5	\$61,326	\$79,682	\$98,037
6	\$70,882	\$97,817	\$124,752
7	N/R	N/R	N/R

## FY 2022 Ordinance Pay Tables

### Commonwealth's Attorney (CWA) Pay Plan FY 2022 7/1/21 – 6/30/22

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
CA0004	Administrative Assistant - CWA	CWA	3	\$35,149	\$56,191
CA0012	Assistant Commonwealth's Attorney I	CWA	9	\$60,368	\$95,987
CA0013	Assistant Commonwealth's Attorney II	CWA	10	\$67,494	\$107,313
CA0014	Assistant Commonwealth's Attorney III	CWA	11	\$76,857	\$122,202
CA0016	Chief Deputy Commonwealth's Attorney	CWA	13	\$100,353	\$159,561
CA0017	Commonwealth's Attorney	CWA	14	N/R	N/R
CA0015	Deputy Commonwealth's Attorney	CWA	12	\$90,171	\$143,374
CA0011	Director of Communications - CWA	CWA	8	\$54,051	\$86,481
CA0010	Executive Secretary / Assistant - CWA	CWA	7	\$47,529	\$75,975
CA0009	Legal Administrator - CWA	CWA	8	\$54,051	\$86,481
CA0008	Legal Assistant - CWA	CWA	6	\$41,724	\$66,699
CA0006	Legal Secretary I - CWA	CWA	2	\$30,274	\$48,397
CA0007	Legal Secretary II - CWA	CWA	4	\$36,518	\$57,843
CA0005	Paralegal - CWA	CWA	4	\$36,518	\$57,843
CA0019	Public Information Specialist - CWA	CWA	4	\$36,518	\$57,843
CA0001	Victim / Witness Program Advocate	CWA	1	\$23,316	\$37,273
CA0002	Victim / Witness Program Assistant Director	CWA	2	\$30,274	\$48,397
CA0018	Victim / Witness Program Coordinator	CWA	4	\$36,518	\$57,843
CA0003	Victim / Witness Program Director	CWA	6	\$41,724	\$66,699

### CWA Pay Schedule FY 2022 7/1/21 – 6/30/22

Grade	Minimum	Midpoint	Maximum
1	\$23,316	\$30,294	\$37,273
2	\$30,274	\$39,335	\$48,397
3	\$35,149	\$45,670	\$56,191
4	\$36,518	\$47,180	\$57,843
5	\$39,289	\$45,351	\$51,412
6	\$41,724	\$54,211	\$66,699
7	\$47,529	\$61,752	\$75,975
8	\$54,051	\$70,266	\$86,481
9	\$60,368	\$78,178	\$95,987
10	\$67,494	\$87,403	\$107,313
11	\$76,857	\$99,529	\$122,202
12	\$90,171	\$116,773	\$143,374
13	\$100,353	\$129,957	\$159,561
CWA14	N/R	N/R	N/R



## FY 2022 Ordinance Pay Tables

### Treasurer (TRO) Pay Plan FY 2022 7/1/21 – 6/30/22

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
TR0003	Administrative Manager - TR	TRO	5	\$61,326	\$98,037
TR0012	Chief Deputy - TR	TRO	6	\$70,882	\$124,752
TR0013	City Treasurer	TRO	7	N/R	N/R
TR0005	Deputy I - TR	TRO	1	\$28,006	\$56,711
TR0006	Deputy II - TR	TRO	2	\$35,151	\$71,425
TR0007	Deputy III - TR	TRO	3	\$44,677	\$80,889
TR0010	Deputy IV - TR	TRO	4	\$57,474	\$91,882
TR0001	Supervising Deputy - TR	TRO	4	\$57,474	\$91,882

### TRO Pay Schedule FY 2022 7/1/21 – 6/30/22

Grade	Minimum	Midpoint	Maximum
1	\$28,005.70	\$42,358	\$56,711
2	\$35,150.81	\$53,288	\$71,425
3	\$44,677.28	\$62,783	\$80,889
4	\$57,474.00	\$74,678	\$91,882
5	\$61,326.20	\$79,682	\$98,037
6	\$70,881.51	\$97,817	\$124,752
7	N/R	N/R	N/R

## FY 2022 Ordinance Pay Tables

### Sheriff's Civilian (SHC) Pay Plan FY 2022 7/1/21 – 6/30/22

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
SC0028	811 Food Service Manager	SHC	10	\$40,171	\$63,857
SC0029	811 Food Service Worker	SHC	5	\$31,475	\$50,032
SC0012	Assistant Inmate Classification Manager	SHC	11	\$44,288	\$70,402
SC0007	Assistant Procurement Specialist	SHC	9	\$37,513	\$59,632
SC0030	Civilian Court Security Screener	SHC	5	\$31,475	\$50,032
SC0044	Clinical Mental Health Professional	SHC	13	\$48,828	\$77,619
SC0019	Corrections Director	SHC	16	\$55,422	\$88,104
SC0031	Counselor - SC	SHC	8	\$36,436	\$57,920
SC0013	Education Program Manager	SHC	11	\$44,288	\$70,402
SC0008	Education Programs Specialist	SHC	10	\$40,171	\$63,857
SC0005	Electronic Surveillance Supervisor	SHC	7	\$34,702	\$55,162
SC0032	Executive Assistant - SC	SHC	10	\$40,171	\$63,857
SC0033	Facilities Manager - SC	SHC	16	\$55,422	\$88,104
SC0034	Fiscal Manager	SHC	14	\$51,268	\$81,501
SC0022	Fleet Coordinator - SC	SHC	4	\$29,942	\$47,802
SC0009	Grievance Coordinator	SHC	10	\$40,171	\$63,857
SC0035	HR Administrator - SC	SHC	16	\$55,422	\$88,104
SC0016	Human Resources & Budget Director	SHC	14	\$51,268	\$81,501
SC0020	Information Technology Systems Director	SHC	17	\$61,945	\$99,027
SC0015	Inmate Classification Manager	SHC	13	\$48,828	\$77,619
SC0010	Inmate Classification Specialist	SHC	10	\$40,171	\$63,857
SC0023	Inmate Rehabilitation Coordinator	SHC	12	\$46,226	\$74,067
SC0024	Investigations Director	SHC	14	\$51,268	\$81,501
SC0017	Legal Counsel	SHC	15	\$52,784	\$83,914
SC0036	Library Assistant - SC	SHC	3	\$28,549	\$45,382
SC0042	Local Inmate Data System Technician	SHC	9	\$37,513	\$59,632
SC0025	Maintenance Mechanic - SC	SHC	4	\$29,942	\$47,802
SC0037	Maintenance Mechanic II - SC	SHC	7	\$34,702	\$55,162
SC0006	Microcomputer Systems Analyst - SC	SHC	8	\$36,436	\$57,920
SC0018	Network Engineer - SC	SHC	16	\$55,422	\$88,104
SC0026	Payroll & Benefits Coordinator	SHC	8	\$36,436	\$57,920
SC0011	Procurement Specialist - SC	SHC	10	\$40,171	\$63,857
SC0043	Professional Standards Office Analyst	SHC	10	\$40,171	\$63,857
SC0038	Property Technician - SC	SHC	4	\$29,942	\$47,802



## FY 2022 Ordinance Pay Tables

### Sheriff's Civilian (SHC) Pay Plan (continued) FY 2022 7/1/21 – 6/30/22

Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
SC0014	Public Affairs Officer	SHC	11	\$44,288	\$70,402
SC0039	Public Relations Assistant - SC	SHC	7	\$34,702	\$55,162
SC0001	Records Clerk	SHC	2	\$25,894	\$41,163
SC0040	Records Clerk II	SHC	7	\$34,702	\$55,162
SC0002	Secretary I	SHC	3	\$28,549	\$45,382
SC0003	Secretary II	SHC	5	\$31,475	\$50,032
SC0004	Secretary to the Sheriff	SHC	6	\$33,049	\$52,535
SC0021	Sheriff	SHC	18	N/R	N/R
SC0027	Staff Accountant	SHC	10	\$40,171	\$63,857
SC0041	Work Release Van Driver	SHC	6	\$33,049	\$52,535

### SHC Pay Schedule FY 2022 7/1/21 – 6/30/22

Grade	Minimum	Midpoint	Maximum
1	N/A	N/A	N/A
2	\$25,894	\$33,529	\$41,163
3	\$28,549	\$36,965	\$45,382
4	\$29,942	\$38,872	\$47,802
5	\$31,475	\$40,753	\$50,032
6	\$33,049	\$42,792	\$52,535
7	\$34,702	\$44,932	\$55,162
8	\$36,436	\$47,178	\$57,920
9	\$37,513	\$48,572	\$59,632
10	\$40,171	\$52,014	\$63,857
11	\$44,288	\$57,345	\$70,402
12	\$46,226	\$60,147	\$74,067
13	\$48,828	\$63,223	\$77,619
14	\$51,268	\$66,385	\$81,501
15	\$52,784	\$68,349	\$83,914
16	\$55,422	\$71,763	\$88,104
17	\$61,945	\$80,486	\$99,027
18	N/R	N/R	N/R

## FY 2022 Ordinance Pay Tables

Sheriff's Sworn (SHF) Pay Plan FY 2022 7/1/21 – 6/30/22					
Job Code	Classification Title	Salary Plan	Grade	Minimum	Maximum
SS0001	Deputy Sheriff (Recruit)	SHF	1	\$35,000	-
SS0002	Deputy Sheriff	SHF	2	\$38,276	\$60,065
SS0004	Deputy Sheriff (Corporal)	SHF	3	\$42,072	\$66,023
SS0003	Deputy Sheriff (Master)	SHF	4	\$45,290	\$71,073
SS0005	Deputy Sheriff (Sergeant)	SHF	5	\$48,508	\$76,123
SS0006	Deputy Sheriff (Lieutenant)	SHF	6	\$50,872	\$79,832
SS0007	Deputy Sheriff (Captain)	SHF	7	\$58,693	\$92,105
SS0008	Deputy Sheriff (Major)	SHF	8	\$61,565	\$96,613
SS0009	Deputy Sheriff (Lieutenant Colonel)	SHF	9	\$71,074	\$111,534
SS0010	Deputy Sheriff (Colonel)	SHF	10	\$74,565	\$117,014

### Sheriff Supplements

Sworn Sheriff personnel assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

Assignment	Amount	Eligibility	Other Information
Emergency Response Team	\$150/month	As assigned	For duration of assignment
Honor Guard	\$50/month	As assigned	For duration of assignment
Clothing Allowance	\$65/month	As assigned	For duration of assignment
High Constable Supplement	\$1562.50/month	Sheriff	For duration of assignment
Bilingual pay	\$30/month	As assigned	Assist with serving the increasing population of Hispanic citizens.
Education Pay	\$42/month	As assigned	Associate's or Bachelor's degree from an accredited college or university in any program certified by the Sheriff as relevant to the performance of the employee's position. Limited to no more than one supplement, regardless of the number of degrees.
Field Training Instructor	\$80/month	As assigned	For duration of assignment



### FY 2022 Ordinance Pay Tables

Assignment	Amount	Eligibility	Other Information
Drug Dog Handler	\$80/month	As assigned	For duration of assignment; stipend to defray dog care related expenses; not included in calculation of regular rate of pay, consistent with FLSA.

SHF Pay Schedule FY 2022 7/1/21 – 6/30/22			
Grade	Minimum	Midpoint	Maximum
1	\$35,000	-	-
2	\$38,276	\$49,171	\$60,065
3	\$42,072	\$54,048	\$66,023
4	\$45,290	\$58,182	\$71,073
5	\$48,508	\$62,316	\$76,123
6	\$50,872	\$65,352	\$79,832
7	\$58,693	\$75,399	\$92,105
8	\$61,565	\$79,089	\$96,613
9	\$71,074	\$91,304	\$111,534
10	\$74,565	\$95,790	\$117,014

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## Compensation Plan Regulations / Supplements

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# REGULATIONS FOR THE ADMINISTRATION OF THE FY 2022 COMPENSATION PLAN

## **Section 1. Authority and Discretion**

(1) This compensation plan applies to all employees who hold classifications within this plan for the City of Norfolk. No officer or employee of the City shall have the authority by reference, omission, or error to change the content and administration of the City of Norfolk Compensation Plan.

(2) The City Attorney has the same authority and discretion as the City Manager for classifications that fall under the Department of Law.

## **Section 2. Classification Updates**

(1) Deletions - The elimination of a classification is due primarily to efficiency and effectiveness. Affected employees shall be governed by the reduction-in-force provisions.

(2) Additions – The City Manager or designee is authorized to create classifications during the fiscal year, as determined by operational needs.

## **Section 3. Constitutional and State Board Appointed Employees**

This Compensation Plan assigns pay grades to certain class titles applicable only to persons who are not employees of the City, but who are employed by other governmental officials, such as those of the Director of Elections. In addition, certain class titles listed in this Compensation Plan may be assigned not only to persons who are City employees, but also to certain other persons not employed by the City. Nothing in this Compensation Plan is intended to alter the employment status of persons employed by officials or entities other than the City of Norfolk and inclusion of class titles applicable to such persons in this Plan shall not have that result. Although the pay grades, pay rates and regulations contained in this Plan may be used by governmental officials and entities other than the City, at their discretion, with respect to the compensation of their employees, no such application shall be deemed to render such persons City employees, or to grant them any rights applicable to City employees.

## **Section 4. Definitions**

**"Classification"** - A group of positions or other employments authorized by ordinance, e.g., special projects, which are sufficiently alike in duties and responsibilities that they are placed in the same classification specification by the Civil Service Commission and described by the same title and assigned to the same pay grade in this Compensation Plan. In the case of positions exempted from the classified service, the term "classification" is used for convenience only, as the Civil Service Commission has no authority in relation to such positions.

**"Classified"** – All classes of positions that have certain rights and privileges.

**"Employee"** - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

**"FLSA"** - The Fair Labor Standards Act.



**"Exempt Employees"** - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Non-exempt Employees"** - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**"Pay Grade"** - A series of specific pay rates assigned to a classification as the compensation for that classification.

**"Pay Rate"** - A specific dollar amount, expressed as either an annual or hourly rate as shown in the Compensation Plan schedules.

**"Regular Rate of Pay"** - An hourly rate for non-exempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by the total hours worked, or, in the case of fire protection/emergency medical, or law enforcement employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA and Section 9.1-701 of the Virginia Code.

**"Red-Circle"** - A designation for salaries that exceed the maximum of a specified pay range. Incumbents with salaries above the maximum are frozen. Any additional compensation awarded to frozen "Red-Circle" employees will be in the form of a bonus until if and when scale adjustments bring the salary back under the maximum. No new salary adjustment exceeding the maximum will be permitted moving forward for all other employees.

**"Unclassified"** – All classes of positions that serve at the will of the city. **Section 5.**

## **Section 5. Demotions**

(1) The salary of an employee demoted will be reduced by at least 5% within the new pay range not to exceed the maximum salary of the new pay range.

(2) When an employee is demoted during a promotional probationary period, the salary shall be reduced to the pay rate formerly received prior to promotion.

## **Section 6. Salary Adjustments**

- (1) Bonus - The department head is authorized to recommend and approve bonuses for, but not limited to, exceptionally meritorious service on a non-recurring basis, if funds are available within departmental salary accounts. Bonuses are limited to no more than five percent (5%) up to a maximum of \$5000, the City Manager or designee can approve a higher amount. Bonuses will not be included in an employee's base wages or retirement calculation.
- (2) Merit Increase – When recommended in writing by a department head, supported by a performance agreement, endorsed by the Director of Human Resources, and available funds are certified by the Director of Budget and Strategic Planning, the City Manager or designee may authorize one administrative pay adjustment per fiscal year, for meritorious service demonstrated by an employee on an ongoing and continual basis. A performance evaluation conducted within the past 12 months must be included with merit increase requests.



- (3) The City Manager or designee may authorize special assignment pay not to exceed pay grade maximum, when an employee is assigned additional duties that are significantly outside of their normal job responsibilities for at least fifteen (15) days. When the special assignment is discontinued, an employee's compensation shall revert to the salary previously paid prior to such assignment.
- (4) Employees in step based pay plans may receive step increases on a schedule as determined by City Manager or designee.
- (5) All pay changes or adjustments shall become effective on the first day of the respective pay period that follows the approval of the City Manager or designee, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the adjustment shall become effective on that date.
- (6) In the event that the federal or state minimum wage rate is higher than the minimum of the pay grade, all employees will be paid at least the federal or state minimum wage rate, whichever is greater.
- (7) When the minimum pay rate in a pay grade for any Division of Social Services classification is below the minimum salary mandated for that classification by the Commonwealth of Virginia, the City Manager or designee shall increase the compensation to the Commonwealth-specified minimum salary.
- (8) The City Manager or designee may disburse funds in support of a pay-for-performance initiative.

## **Section 7. Inclusiveness of Specified Compensation**

The rates of compensation specified in these regulations and the other tables, appendices and attachments to the Compensation Plan ordinance, for the positions with the classifications listed constitute the total monetary compensation of the regular, full-time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g., special project employees). Also, to the extent funds are available, the City Manager or designee may provide payment and/or reimbursement of monies authorized in advance and incurred as an incident of employment related to attraction, retention, motivation and/or development.

The following additional compensation for Council Appointees are as follows:

- (1) The City Manager:
  - (a) the use of a City car or to receive a monthly car allowance of \$833.33. If the car allowance is elected, that supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits;
  - (b) a contribution in the amount of \$24,500 to the City Manager's section 401 account;
  - (c) payment of health, dental and vision insurance premium costs;
  - (d) payment of disability insurance premium costs;
  - (e) payment of mandated Virginia Retirement System life insurance premium costs;
  - (f) enrollment fees for membership into three professional organizations; and
  - (g) severance payment, in addition to payout of leave balances, if involuntarily terminated for any reason other than malfeasance or a criminal offense, in the following amounts: if terminated during the first two years of employment, one year of severance pay at current rate; if terminated during the third year or any time thereafter, nine months of severance pay at current rate.



(2) The City Attorney:

(a) the use of a City car or to receive a monthly car allowance of \$833.33. If the car allowance is elected, that supplemental pay shall be counted as earnable compensation for the calculation of retirement pension benefits;

(b) a contribution into a 457 account in an amount equal to the maximum allowable, including "catch up" contributions and cost of living adjustments. Such contributions will be considered earnable compensation for the calculation of retirement pension benefits.

(c) As legal counsel to the police and fire, the City Attorney shall have a retirement multiplier of 2.5% for time served as City Attorney from May 1, 1997 to his retirement ("the City Attorney Years") and a retirement multiplier of 1.75% for the preceding years from November 4, 1984 to April 30, 1997 (the Assistant City Attorney Years); however, when added together the City Attorney Years and Assistant City Attorney Years shall not exceed 35. The Assistant City Attorney years will be reduced so that when added to the City Attorney years, the total is 35. Unused sick leave shall be added to the 35 years and subject to the 2.5% multiplier. For example, if the city attorney retired on April 30, 2023, his normal service retirement allowance would consist of a pension equal to 2.5% times his average final compensation multiplied by 27.5 years (City Attorney Years plus accrued sick leave) plus 1.75% times his average final compensation multiplied by nine years (the Assistant City Attorney Years reduced so that when added to the City Attorney years the total equals 35). In this example, the average retirement multiplier would be 2.315 percent. Accordingly, Section 37-61 of the Norfolk City Code, 1979, is hereby amended and reordained to add one new subsection (p) concerning the city attorney, numbered and reading as follows: "(p) Notwithstanding any ordinance to the contrary, the City Attorney shall have a normal service retirement allowance consisting of a pension equal to 2.5% of his average final compensation multiplied by the number of years of creditable service as City Attorney from May 1, 1997 to his retirement ("City Attorney Years") plus unused sick leave, plus 1.75% of his average final compensation multiplied by the number of years from November 4, 1984 to April 30, 1997 (the Assistant City Attorney Years), which when added to the City Attorney Years causes the total to equal 35 (the Assistant City Attorney Years reduced so that when added to the City Attorney years the total equals 35). The unused sick leave will be at the 2.5% multiplier and added to the 35 years of creditable service." In accordance with Section 143 of the Norfolk City Charter, this retirement benefit cannot be reduced to the extent it has accrued.

## **Section 8. Living Wage**

Effective July 1, 2021 the living wage for all city employees will increase from \$26,200 annually (\$12.59615/hour) to \$26,500 annually (\$12.74038/hour).



## **Section 9. New Hire Compensation**

(1) Every person whose position is included within a classification listed in this Compensation Plan, shall be employed at the minimum rate of the pay grade established for the classification, except as otherwise provided, subject to the availability of funds.

In the case of a new appointee whose experience and qualifications exceed the minimum qualifications for the position:

- A department director may authorize an initial salary up to 15% above the minimum of the pay range for the position.
- The Director of Human Resources may authorize an initial salary up to the midpoint of the pay range.
- The City Manager or designee may authorize a salary beyond the midpoint of the pay range.
- The City Council, in cases of persons whose appointments it confirms, may authorize employment at any rate in such pay grade.

(2) Persons initially employed in Special Project status who move to a permanent position of the same title and grade in the classified service pursuant to the rules and with the approval of the Civil Service Commission, shall have no change in compensation.

## **Section 10. Overtime and Related Provisions**

### **(A) General Provisions**

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, City employees are assigned to two eligibility categories:

(a) Non-Exempt – Employees, who under the FLSA, are required to receive monetary compensation or compensatory time for overtime work in accordance with the FLSA:

- i. at the rate of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of 40 hours in a work week; or
- ii. in the case of fire protection and law enforcement personnel on a work period between 7 and 28 days, at a rate established pursuant to 29 U.S.C. §207(k) of the Federal Code and §9.1-701 of the Virginia Code.

(b) Exempt - Employees who are exempt from the FLSA and are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

(3) Non-exempt employees will be eligible for monetary overtime compensation or compensatory time off when, by reason of necessity or emergency, they are required to work in



excess of 40 hours per week, or for fire protection and law enforcement personnel, in excess of the rate established pursuant to 29 U.S.C. §207(k) of the Federal Code and §9.1-701 of the Virginia Code.

(a) All periods of paid leave should be counted towards eligibility of overtime for sworn public safety employees.

(b) Paid time off will not be counted as hours worked toward achieving eligibility for overtime status for non-sworn employees in accordance with the Fair Labor Standards Act.

(c) Department heads or their designees are authorized to approve overtime work for non-exempt employees. An agreement between department heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime.

(4) Exempt employees will not be eligible for either compensatory time or monetary overtime pay. Non-exempt employees permanently transitioning to exempt positions must be paid out for unused compensatory time.

(5) Compensatory time is subject to the following limits:

(a) Eligible non-sworn employees may not accrue more than 240 hours of compensatory time (160 hours of actual overtime worked). Employees who have accrued 240 hours of compensatory time off will be paid monetary overtime for additional overtime hours of work.

(b) Sworn employees may not accrue more than 480 hours of compensatory time (320 hours of actual overtime worked). Sworn employees who have accrued 480 hours of compensatory time off will be paid monetary overtime for additional overtime hours of work.

(c) Non-exempt employees who have accumulated overtime may request compensatory time off and such compensatory time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt the affected Department's operation.

(d) Employees shall be paid for unused compensatory time earned at a rate not less than (i) the average regular rate received by the employee during the last 3 years of employment, or (ii) the final regular rate received by the employee, whichever is higher upon termination of employment.

(e) Upon request by a department head, the City Manager or designee may authorize payment of monetary overtime, if determined that an allowance of compensatory time off would adversely affect the operations of the City, and when funds are available.

(6) General non-exempt employees assigned to a designated task system of operation are ineligible for overtime during the performance of their designated tasks unless:

(a) The designated task requires more than 8 hours of work in any one day or more than 10 hours of work in any one work day for employees assigned to a 4-day, 10-hour per day work week; or

(b) Employees have completed their designated tasks for the day and are assigned additional tasks; or

(c) They are required to work in excess of 40 hours in a work week.

(d) The designated tasks for each employee operating under a task system shall be set forth in writing by the Department Head.



(e) Employees performing overtime work as defined in this paragraph shall be entitled to monetary overtime or compensatory time off for each hour they are required to perform such work, in accordance with the regulations set forth in this plan.

## **(B) Training**

(1) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted off-duty training time, on an hour for hour basis, including the taking of the final examination, that can only be offered to them by management during off-duty hours. Such time will not be extended to include travel time. Non-exempt fire-rescue employees required to participate in state-mandated Advanced Life Support recertification training will only be eligible to receive this compensation once every three years, in accordance with Virginia Department of Health, Office of Emergency Medical Services recertification periods.

(2) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

## **(C) Official Holidays**

In all cases where employees are required to work on any designated holiday, the following provisions will apply.

(1) Non-exempt employees will receive monetary compensation equal to one and one-half times the hourly pay rate established for their classification (except for the birthday holiday and diversity holiday). In addition, these employees will be granted time off, equal to hours actually worked during their normally scheduled work hours, in lieu of the holiday; provided, however, that Refuse Collectors, Refuse Collection Supervisors, Refuse Inspectors and Waterworks Operator classifications may choose a holiday leave credit day or monetary pay (at straight time) for holidays designated by the department's Director, subject to the availability of funds for monetary pay. The extra hourly payments for holiday work will not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the diversity holiday will be compensated at the pay rate established for their classification.

(2) Exempt employees receive holiday leave credit equivalent to hours actually worked up to their regularly scheduled work hours.

(3) Holiday leave credit for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, the City Manager may authorize monetary payment for holiday leave credit.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.



(5) Holiday leave credit earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

(6) An employee may receive only one holiday premium during any given holiday (24-hour period).

#### **(D) Special Provisions for Emergency Declarations**

The City Manager may determine that an emergency situation merits the modification or suspension of basic City services and is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

#### **(E) Special Provisions for Specific Job Classifications**

(1) Whenever an eligible employee, not working a regular tour of duty, is required to appear in court for the purpose of testifying on behalf of the Commonwealth of Virginia or the City of Norfolk, or to give a deposition in lieu of appearing, to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work-related disability shall not be entitled to such overtime compensation.

(2) Whenever an employee who is absent from duty on leave without pay status or on suspension, is required by the City to appear in a civil or criminal court, or at a hearing before an agency of the Commonwealth of Virginia, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(3) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before an agency of the Commonwealth of Virginia, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars (\$10.00) for every hour or any part thereof required to appear.

### **Section 11. Part-Time Employment**

Employees holding positions who work fewer hours than full-time employees will receive compensation proportionate to their hours worked within such classification.

### **Section 12. Promotions and Reclassifications**

(1) Promotional salaries must be at or above the minimum of the new pay grade. When an employee is promoted through a competitive process, the Department Head may authorize a



promotional salary up to fifteen percent (15%) above the current salary. The City Manager or designee may authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position.

(2) Promoted sworn police employees will receive a salary at least five percent (5%) above the former salary or the minimum of the new pay grade, whichever is greater.

(3) In no event shall an employee's salary, promoted under this sub-section, exceed the maximum of the new pay grade.

(4) An employee who is promoted in place to a classification having a higher minimum pay range will receive at least the minimum of the new pay range. If the position is reclassified to a classification in the same pay range, the employee's salary will remain unchanged. If the position is reclassified to a classification having a lower minimum pay range, the employee's salary will be reduced by five percent (5%) or to a level within the new range not to exceed the maximum.

Automatic Reclassifications within the following job class series shall receive a pay increase in accordance with approved specified schedules:

- Animal Caretaker I to Animal Caretaker II
- Benefit Programs Specialist I to Benefit Programs Specialist II
- Budget & Policy Analyst I to Budget & Policy Analyst II
- Citizen Service Advisor Trainee to Citizen Service Advisor III
- City Planner Associate through City Planner III
- City Planning Technician to City Planning Technician, Senior
- Civil Engineer I through Civil Engineer III
- Compensation & Staffing Analyst I to Compensation & Staffing Analyst II
- Construction Inspector I to Construction Inspector II
- Employee Relations Analyst I to Employee Relations Analyst II
- Environmental Specialist I to Environmental Specialist II
- Public Safety Intern through Firefighter-EMT-Paramedic
- Police Recruit to Police Officer
- Procurement Specialist I through Procurement Specialist III
- Public Safety Telecommunicator I through Public Safety Telecommunicator II
- Real Estate Appraiser I through Real Estate Appraiser III
- Refuse Collector I to Refuse Collector II
- Senior Accountant I through Senior Accountant III (Finance only)
- Traffic Maintenance Technician I through Traffic Maintenance Technician III
- Traffic Sign Fabricator I to Traffic Sign Fabricator II
- Traffic Signal Technician I through Traffic Signal Technician IV
- Waterworks Operator I through Waterworks Operator IV
- Zoning Inspector I through Zoning Inspector III

All promotions and reclassifications are effective on the first day of the respective pay period that follows the approval of the Civil Service Commission, City Manager or designee, unless otherwise specified. If the approval date and the first day of the respective pay period coincide, the promotion or reclassification shall become effective on that date.



### **Section 13. Regrading of Job Classes**

(1) When a job classification is assigned to a higher pay grade (regrade), the incumbent's salary shall be increased to the minimum pay rate of the new pay grade.

(2) If an incumbent's salary exceeds the minimum rate of the new pay grade, the salary may be increased by a percentage determined by the City Manager or Director of Human Resources.

### **Section 14. Reinstatement**

An employee reinstated to a previously held position may be reinstated to the salary earned at the time of separation.

### **Section 15. Additional Compensation**

(1) Supplemental compensation authorized by this section and the attached Supplemental Pay, Bonus and Incentive Appendices will be included in calculating the regular rate of pay of non-exempt employees, as required by the FLSA.

(2) Only permanent employees are eligible for supplemental compensation, unless otherwise indicated.

(3) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(4) No special duty pay will be considered in the computation of salary increases to which an employee is eligible due to promotion, reclassification, annual increments, or merit pay adjustments.

(5) Special duty pay is not considered as a promotion or reclassification, and will not alter an employee's classification or pay grade.

(6) Permanent employees who are regularly required to perform service at night, shall receive their normal compensation plus a sum equal to ten percent (10%) of the pay rate as established. Such additional compensation shall only be paid to employees working a fixed shift where one-half or more of the employee's regular working hours are scheduled after 5:00 p.m. and shall not be paid to sworn members of the Departments of Fire-Rescue and Police nor the Department of Emergency Preparedness and Response (EPR). In addition, employees working a rotating shift or a shift which otherwise requires them to periodically work at night are excluded. A fixed shift basis of employment is one in which the regular working hours are identical each working day for a period of not less than 90 calendar days. A rotating shift is one in which the hours of work fluctuate on a regular basis or irregular basis.

(7) Employees in classifications assigned to certain duties and meeting specified criteria, shall receive the indicated supplement amounts as described in the attached Supplemental Pay Appendices.



(8) The following supplements are included in the calculation of retirement credit for sworn employees:

- (a) Education Pay
- (b) Senior and Master Police Officer
- (c) Gun allowance (Fire-Rescue)

(9) Sworn fire-rescue personnel designated as Master Firefighter who meet and maintain service and performance requirements specified in the Standard Operating Procedures for obtaining the Master Firefighter designation will receive compensation, in addition to their regular pay rate, authorized in the respective General Order and approved by the Director of Public Safety.

## **Section 16. On-Call**

(1) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday. An employee scheduled for on-call who is on approved sick leave (due to illness) for a full day would not be eligible for on-call on that day.

(2) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, according to one, and only one, of the following:

- (a) \$133.00 for each full weekly period of assigned on-call duty;
- (b) \$154.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
- (c) \$19.00 for each full day of on-call duty; or
- (d) \$40.00 for any holiday designated in City Code Section 2-48.

(3) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (2) (b) or (2) (d) above.

## **Section 17. Temporary Acting Service**

(1) Whenever a classified employee is assigned, by the City Manager or designee to serve in a temporary acting capacity in a higher pay grade, such employee, during the period of such service, shall receive compensation of at least 5% of their current salary or the minimum rate of the new classification, whichever is greater; or as provided under (2).

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

- (a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the greater of the minimum rate of the new pay grade or 10% above the former salary.



(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% above the minimum pay rate of the former pay grade, the employee's salary shall be increased to the greater of the minimum rate of the new pay grade or 5% above the former salary.

(3) Whenever members of the unclassified service are assigned to serve in a temporary acting capacity in a higher pay grade, the City Manager or designee may authorize, based on objective criteria, the salary of the employee to be at any specific dollar amount within the pay grade assigned to such classification.

(4) When temporary acting service is discontinued, an employee's compensation shall revert to the employee's previous salary including any applicable salary adjustments.

(5) Temporary Acting Service, for classified employees, shall be no longer than 180 days unless approved by the Civil Service Commission. In no event shall such service be permitted for longer than two years.

### **Section 18. Transfers and Reassignments**

An employee transferred or reassigned to a position in the same pay grade will receive no change in salary.

### **Section 19. Leave Payout**

(1) Remaining accrued annual leave (up to the carryover limit specified) for an employee who has left City service will be paid as part of the normal payroll schedule.

(2) Any remaining annual leave (up to the carryover limit specified) may be requested as payout following a period of pre-disciplinary leave or disciplinary suspension of at least thirty (30) days. Requests for a lump sum payout must be submitted in writing to the Department of Human Resources.

### **Section 20. Severance Pay**

(1) The City Manager, with reasonable discretion, may award severance pay to any non-probationary member of the classified or unclassified service of the City separated due to a reduction in force (RIF).

(2) The City Manager, with reasonable discretion, may award severance pay to any member of the unclassified service of the City separated due to a desired change in leadership.

(3) An employee will not be eligible for severance pay if the employee is being let go due to charges of nonfeasance, misfeasance or malfeasance in office.

(4) Payments for severance pay will be in the form of a lump sum payment.

(5) This severance pay shall be in addition to any salary or leave compensation to which such employee may be entitled through the actual date of separation but will not be considered annual earnable compensation included in their average final compensation calculation for retirement purposes. This severance policy does not and shall not create employment or compensation rights.



(6) The City Manager shall exercise this discretion within the following limitations, including available funding:

<b>Months of Service</b>	<b>Severance Pay (at normal pay rate)</b>
<b>General and Public Safety Employees</b>	
0 to 24 months	Salary for 2 pay periods
25 to 59 months	Salary equal to 4 pay periods
60 months or more	Salary equal to 6 pay periods
<b>Department Heads</b>	
0 to 24 months	Salary equal to 8 pay periods
25 months or more	Salary equal to 12 pay periods
<b>Chief Deputy and Deputy City Managers</b>	
0 to 24 months	Salary equal to 14 pay periods
25 months or more	Salary equal to 18 pay periods

## **Section 21. Corrections**

When reported errors or mistakes in the application of the compensation plan are verified by the Director of Human Resources, the City Manager or designee will determine the appropriate corrective action. Pending the City Manager's approval, the Director of Human Resources will take immediate action to prevent continued overpayment or underpayment of any salary.

## Appendix 1 - Job Assignment Supplements

Employees in the following departments and classifications assigned to the following duties and meeting the specified criteria, shall receive the indicated supplement amounts, in addition to their regular pay rates:

Department/Division	Job Class(es)	Supplement Amount	Other Information
Cultural Facilities, Arts & Entertainment	Operations and Engineering staff (nonexempt)	\$25/day for each consecutive day (full shift) worked beyond the initial 7-day period	Must have initially worked a full shift for seven consecutive days to assist with change overs or other operational requirements for events or shows
OEPR	Public Safety Telecommunicator II	5% of regular pay rate	Public Safety Master Telecommunicator
General Services	<ul style="list-style-type: none"> <li>Electrician I</li> <li>Electrician II</li> <li>Plumber</li> <li>Plumber, Senior</li> </ul>	\$0.50 per hour for Master Journeyman License	
General Services/Fleet Management	<ul style="list-style-type: none"> <li>Automotive Repair Technician</li> <li>Automotive Repair Technician, Senior</li> <li>Autobody Repair Mechanic</li> <li>Autobody Repair Mechanic, Senior</li> <li>Automotive Machinist Welder</li> </ul>	\$42/month	Tool allowance
General Services/Fleet Management	<ul style="list-style-type: none"> <li>Autobody Repair Mechanic</li> <li>Automotive Repair Technician</li> <li>Automotive Service Attendant</li> <li>Automotive Repair Technician, Senior <i>(ineligible for VA State Inspection supplement)</i></li> <li>Autobody Repair Mechanic, Senior</li> <li>Welder</li> </ul>	<ul style="list-style-type: none"> <li>\$0.10 per hour for each automotive Certification currently held; up to 9</li> <li>\$0.25 per hour for each EVT / Master Certification; maximum of 2</li> <li>\$0.25 per hour for successfully completing the State Inspection program</li> </ul>	<p>Automotive Service Excellence (ASE) Certification</p> <p>Emergency Vehicle Technician (EVT)/Master Certification</p> <p>Virginia State Inspection Certification</p>
General Services/Parking	Parking Attendants and Customer Service Reps	\$25/shift	For non-special event 24/7 automated lane coverage 9:30pm – 6:00am Sunday through Friday and 11:00pm – 7:30am Saturday



## Supplemental Pay, Bonus and Incentive Appendices

Department/Division	Job Class(es)	Supplement Amount	Other Information
Human Services/DSS	<ul style="list-style-type: none"> <li>Family Services Worker I, II and III</li> <li>Family Services Supervisor</li> </ul>	\$150/month	Assigned to provide mandated child protective services
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$150/assessment	Assessment – Child
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$60/assessment	Assessment - Adult
Norfolk Community Services Board	Registered Nurse	\$65 per two hour block when over standard work hours (applies to PFT and PPT)	Nurses and Nurse Practitioners are needed for critical coverage. Supervisor must approve work assignment and time beyond standard work hours
Norfolk Community Services Board	Qualified Staff as determined by Department Director	\$50 per two hour block	Exempt staff with specialized skills or credentials needed for critical coverage. Supervisor must approve work assignment and hours beyond regular work shift
Police	School Crossing Guard	Minimum one hour's pay per shift	
Various City departments	Plans 1 & 2, Non-exempt staff	\$50 per five hour block beyond regular work shift	Special Event Pay: Supervisor must approve time beyond regular work shift
Public Works/Waste Management	Refuse Collector Apprentice	\$32/week	While temporarily assigned to operate refuse packers which are designed for crews of less than three persons
Public Works/Waste Management	Refuse Collector, Senior	5% of regular pay rate	For the duration of assignment to the household hazardous waste collection site to handle, prepare, and package specific materials (must have OSHA HAZWOPER certification)
Recreation, Parks & Open Space/Parks & Forestry	Maintenance Mechanic II & III	\$42/month	Tool allowance
Recreation, Parks & Open Space/ Recreation	Lifeguard (Beach Lifeguard/Captain Beach Lifeguard/Lieutenant)	<ul style="list-style-type: none"> <li>Additional \$6.50 per hour while acting as Beach Lifeguard Captain</li> <li>Additional \$2.00 per hour while acting as Beach Lifeguard Lieutenant</li> </ul>	Supervising seasonal part-time Lifeguards from May through Labor Day
Utilities/ Storm Water	Assigned Wastewater Pump Station staff	Additional 10% of hourly rate for duration of assignment	For each full day of duty providing wet well cleaning and maintenance

## Supplemental Pay, Bonus and Incentive Appendices

Utilities	Assigned Water Distribution and Wastewater staff	10% of regular pay rate	Permanent shift assignment of Friday through Monday
Various City departments	Various	\$30 per hour during training	Trainers certified by department and training required by the department



## Supplemental Pay, Bonus and Incentive Appendices

### Appendix 2 - Fire Supplements

Sworn fire-rescue personnel assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

<b><u>Assignment</u></b>	<b><u>Amount</u></b>	<b><u>Eligibility</u></b>	<b><u>Other Information</u></b>
Battalion Chief Aide	\$80/month	As assigned	For duration of assignment
Equipment Service Technician	\$80/month	As assigned	For duration of assignment
Fire Apparatus Operator	\$80/month	As assigned	For duration of assignment
Fire/Field Training Instructor	3% of minimum pay rate for pay grade	As assigned	For duration of assignment
Investigator/Dog Handler	\$70/month	As assigned	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA

Sworn fire-rescue personnel eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates for the duration of such assignments:

<b><u>Supplements</u></b>	<b><u>Amount</u></b>	<b><u>Eligibility</u></b>	<b><u>Other Information</u></b>
<ul style="list-style-type: none"> <li>Acting Fire Lieutenant</li> <li>Acting Fire Captain</li> <li>Acting Assistant Fire Marshal</li> <li>Acting Battalion Chief</li> <li>Acting Assistant Chief</li> </ul>	\$1.00/hour	As assigned	For duration of assignment
<ul style="list-style-type: none"> <li>Acting Fire Apparatus Operator</li> <li>Acting Battalion Chief Aide</li> </ul>	\$4.00 per 12-hour period	As assigned	12 day-time or 12 night-time hours
Acting Hazmat and Technical Rescue Company	5% of regular pay rate	Completion of training and as assigned	For duration of assignment
Firearm Allowance	\$100/month	<ul style="list-style-type: none"> <li>Chief assigned as Fire Marshal</li> <li>Captain(s) assigned to the Fire Marshal's office</li> <li>Assistant Fire Marshal(s)</li> <li>Fire Inspector(s)</li> </ul>	Must be certified as law enforcement officers and required to carry a firearm on their persons when off duty, for the duration of such assignments
HAZMAT and Technical Rescue Company	5% of regular pay rate	Completion of training and formal assignment to applicable company	For duration of assignment
Fire-Rescue Officer	\$117/month	<ul style="list-style-type: none"> <li>Fire Lieutenants</li> <li>Fire Captains</li> </ul>	Employees must be

## Supplemental Pay, Bonus and Incentive Appendices

<b><u>Supplements</u></b>	<b><u>Amount</u></b>	<b><u>Eligibility</u></b>	<b><u>Other Information</u></b>
(Current VA-certified EMT-Intermediate)		<ul style="list-style-type: none"> <li>Battalion Fire Chiefs</li> <li>Assistant Fire Marshal</li> </ul>	<p>sanctioned by the City of Norfolk Medical Director to practice as EMT-Intermediate and must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) providing "hands-on" emergency medical care to patients; or</li> <li>2) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or</li> <li>3) providing classroom or practical instruction in Virginia Health Department curricula for Emergency medical Certification or recertification training</li> </ol>
Fire-Rescue Officer (Current VA-certified as EMT-Paramedic)	\$292/month	<ul style="list-style-type: none"> <li>Fire Lieutenants</li> <li>Fire Captains</li> <li>Battalion Fire Chiefs</li> <li>Assistant Fire Marshal</li> </ul> <p style="text-align: right;">Fire</p>	<p>Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-Paramedic and must be directly involved in:</p> <ol style="list-style-type: none"> <li>1) Providing "hands-on" emergency medical care to patients; or</li> <li>2) Direct supervision of Certified emergency Medical services staff involved in the delivery of patient care; or</li> <li>3) Providing classroom or practical instruction in Virginia Health Department curricula for emergency medical Certification or recertification training</li> </ol>
Education Pay	\$42/month	Assistant Fire Chief rank or below	<ul style="list-style-type: none"> <li>Associate's or Bachelor's Degree in any program certified by the Chief of Fire-Rescue as relevant to the performance of the employee's position.</li> <li>Limited to one supplement, regardless of the number of degrees.</li> </ul>
Honor Guard	\$42/month	As Assigned	For duration of assignment



## Supplemental Pay, Bonus and Incentive Appendices

### Appendix 3 - Police Supplements

Sworn police officers assigned to the following special duty assignments shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments:

Assignment	Amount	Eligibility	Other Information
Field Training Instructor	\$80/month	Police Officers as assigned	For duration of assignment
Investigator	\$80/month	Police Captains and below assigned to the Investigative Services Bureau and the Office of Professional Standards	For duration of assignment
<ul style="list-style-type: none"> <li>Police K-9 Officer</li> </ul>	\$80/month	Police Sergeants and below assigned to the Investigative Services Bureau and Field Operations Bureau with the responsibility of handling a police working dog	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
<ul style="list-style-type: none"> <li>Homeland Security</li> </ul>	\$80/month	Police Captains and below assigned to the Homeland Security Division <ul style="list-style-type: none"> <li>Special Operations Team</li> <li>Dive Team</li> <li>Traffic Fatality Team</li> <li>Bomb Squad</li> </ul>	For duration of assignment
Master Police Officer	\$500/month	Police Officers in accordance with General Order ADM-350 (limited to current MPOs)	Program ends with attrition of existing MPOs
Honor Guard	\$42/month	Police Captains and below as assigned	For duration of assignment
Hostage/Crisis Negotiation Team	\$42/month	Police Captains and below as assigned	For duration of assignment

Sworn police officers eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates for the duration of such assignments:

Supplements	Amount	Eligibility	Other Information
Bilingual pay	\$42/month	Police Captain and below certified as having applicable language skills (other than English)	Supplement to assist NPD in serving populations

## Supplemental Pay, Bonus and Incentive Appendices

Clothing Allowance	\$80/month	Police Captain and below assigned to an Investigative Services Bureau function	Stipend to defray clothing-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
Education pay	\$42/month	Police Captain and below	<ul style="list-style-type: none"> <li>Associate's or Bachelor's degree from an accredited college or university in any program certified by the Chief of Police as relevant to the performance of the employee's position.</li> <li>Limited to no more than one supplement, regardless of the number of degrees.</li> </ul>

### Appendix 4 – Bonuses and Incentives

Supplements	Amount	Eligibility	Other Information
Benefit Programs Specialist Series	\$1,450 one-time payment	<ul style="list-style-type: none"> <li>Must be hired after July 1, 2014</li> <li>Must have completed two (2) years of service</li> </ul>	The two (2) years of service must have been completed in the Benefit Programs Specialist I or II classifications and must be continuous.
Public Safety Partnership Program	\$10,000 over three years. Payment schedule to be determined by City Manager.	Police Officers who served as Public Safety Interns	Must have completed both the Public Safety Partnership Program and the Norfolk Police Academy as well as all obligations specified in the program documents.
Explore Norfolk	Incentive amount and payment schedule to be determined by the City Manager	City Manager Fellows and eligible classifications based on criteria determined by the City Manager.	This incentive will be utilized to assist with the recruitment of highly qualified candidates.



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## Classification Listing for July 1, 2021

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## Alphabetical Classification Listing Legend

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### *Plans*

<b>1</b>	General Employees
<b>2</b>	Temporary Schedule
<b>3</b>	Police
<b>5</b>	Fire-Rescue
<b>CCC</b>	Clerk of the Circuit Court
<b>COR</b>	Commissioner of the Revenue
<b>CWA</b>	Commonwealth's Attorney
<b>TRO</b>	Treasurer
<b>SHC</b>	Sheriff Civilian
<b>SHF</b>	Sheriff Sworn

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### *Groups*

<b>C</b>	Constitutional
<b>CA</b>	Council Appointee
<b>E</b>	Executive
<b>L</b>	Law
<b>S</b>	Senior Management



**Alphabetical Classification Listing**  
Effective July 1, 2021

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
SC0028	811 Food Service Manager	SHC	10	\$ 40,171	\$ 63,857	SC0028		U
SC0029	811 Food Service Worker	SHC	5	\$ 31,475	\$ 50,032	SC0029		U
500713	Account Representative	1	7	\$ 30,273	\$ 49,401	500713		
100151	Accountant I	1	11	\$ 42,029	\$ 68,583	100151		
100152	Accountant II	1	12	\$ 45,670	\$ 74,477	100152		
100153	Accountant III	1	13	\$ 49,257	\$ 80,317	100153		
100154	Accountant IV	1	14	\$ 53,581	\$ 88,622	100154		
100455	Accountant V	1	16	\$ 61,954	\$ 101,010	100455		
100186	Accounting Manager	1	17	\$ 66,188	\$ 108,018	100186		
100180	Accounting Manager, Senior	1	18	\$ 70,758	\$ 115,380	100180		
800515	Accounting Supervisor	1	14	\$ 53,581	\$ 88,622	800515		
800017	Accounting Technician I	1	6	\$ 28,261	\$ 46,079	800017		
800019	Accounting Technician II	1	7	\$ 30,273	\$ 49,401	800019		
800030	Accounting Technician III	1	8	\$ 32,758	\$ 53,420	800030		
100158	Accounts Payable Manager (Finance only)	1	18	\$ 70,758	\$ 115,380	100158		
100160	Accounts Receivable Manager (Finance only)	1	18	\$ 70,758	\$ 115,380	100160		
100197	Administrative Analyst	1	13	\$ 49,257	\$ 80,317	100197		
CC0007	Administrative Assistant - CC	CCC	5	\$ 40,171	\$ 67,628	CC0007	C	U
CA0004	Administrative Assistant - CWA	CWA	3	\$ 35,149	\$ 56,191	CA0004	C	U
800027	Administrative Assistant I	1	9	\$ 35,479	\$ 57,846	800027		
500706	Administrative Assistant II	1	10	\$ 38,457	\$ 62,711	500706		
500001	Administrative Manager	1	15	\$ 58,004	\$ 94,838	500001		
CC0006	Administrative Manager - CC	CCC	7	\$ 57,474	\$ 91,882	CC0006	C	U
CR0005	Administrative Manager - COR	COR	5	\$ 61,326	\$ 98,037	CR0005	C	U
TR0003	Administrative Manager - TR	TRO	5	\$ 61,326	\$ 98,037	TR0003	C	U
800001	Administrative Technician	1	7	\$ 30,273	\$ 49,401	800001		
300620	Animal Caretaker	1	4	\$ 24,032	\$ 39,189	300620		
300646	Animal Caretaker, Senior	1	5	\$ 25,934	\$ 42,329	300646		
700902	Animal Registrar	1	9	\$ 35,479	\$ 57,846	700902		
800505	Applications Analyst	1	14	\$ 53,581	\$ 88,622	800505		
200546	Applications Development Team Supervisor	1	17	\$ 66,188	\$ 108,018	200546		
CC0013	Applications Manager - CC	CCC	9	\$ 70,882	\$ 124,752	CC0013	C	U
900005	Architect I	1	13	\$ 49,257	\$ 80,317	900005		
100174	Architect II	1	16	\$ 61,954	\$ 101,010	100174		
100175	Architect III	1	17	\$ 66,188	\$ 108,018	100175		
100470	Architect IV	1	18	\$ 70,758	\$ 115,380	100470		
100177	Archivist	1	11	\$ 42,029	\$ 68,583	100177		
100284	Arts Manager	1	15	\$ 58,004	\$ 94,838	100284	S	U
600801	Asphalt Plant Operator I	1	8	\$ 32,758	\$ 53,420	600801		
600802	Asphalt Plant Operator II	1	9	\$ 35,479	\$ 57,846	600802		
100900	Assessment Support Technician	1	8	\$ 32,758	\$ 53,420	100900		
700904	Assistant Animal Services Supervisor	1	11	\$ 42,029	\$ 68,583	700904		
000059	Assistant Chief Of Police	5	10	\$ 108,768	\$ 129,137	000059		
100181	Assistant City Attorney I	1	16	\$ 61,954	\$ 101,010	100181	L	U
100182	Assistant City Attorney II	1	18	\$ 70,758	\$ 115,380	100182	L	U
100183	Assistant City Attorney III	1	20	\$ 79,846	\$ 130,201	100183	L	U
100477	Assistant City Auditor / Audit Analyst	1	13	\$ 49,257	\$ 80,317	100477		U
100415	Assistant City Auditor I	1	10	\$ 38,457	\$ 62,711	100415		U
100416	Assistant City Auditor II	1	14	\$ 53,581	\$ 88,622	100416		U
800023	Assistant City Clerk / Support Technician	1	5	\$ 25,934	\$ 42,329	800023		U
000088	Assistant City Engineer	1	19	\$ 75,118	\$ 122,164	000088		
000034	Assistant City Surveyor	1	15	\$ 58,004	\$ 94,838	000034		
CA0012	Assistant Commonwealth's Attorney I	CWA	9	\$ 60,368	\$ 95,987	CA0012	C	U
CA0013	Assistant Commonwealth's Attorney II	CWA	10	\$ 67,494	\$ 107,313	CA0013	C	U
CA0014	Assistant Commonwealth's Attorney III	CWA	11	\$ 76,857	\$ 122,202	CA0014	C	U



**Alphabetical Classification Listing**  
Effective July 1, 2021

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
000013	Assistant Director	1	21	\$ 83,391	\$ 138,774	000013	S	U
000804	Assistant Facilities Maintenance Manager	1	17	\$ 66,188	\$ 108,018	000804		
300601	Assistant Fire Chief	5	10	\$ 108,768	\$ 129,137	300601		
200407	Assistant Fire Marshal	5	6	\$ 56,187	\$ 81,133	200407		
000020	Assistant Fleet Maintenance Manager	1	15	\$ 58,004	\$ 94,838	000020		
SC0012	Assistant Inmate Classification Manager	SHC	11	\$ 44,288	\$ 70,402	SC0012	C	U
SC0007	Assistant Procurement Specialist	SHC	9	\$ 37,513	\$ 59,632	SC0007	C	U
000027	Assistant Streets Engineer	1	15	\$ 58,004	\$ 94,838	000027		
000029	Assistant Superintendent of Utility Division	1	17	\$ 66,188	\$ 108,018	000029		
000026	Assistant Superintendent of Waste Management	1	16	\$ 61,954	\$ 101,010	000026		
700901	Assistant Supervisor of Animal Services	1	12	\$ 45,670	\$ 74,477	700901		
100426	Assistant to the City Manager	1	20	\$ 79,846	\$ 130,201	100426	E	U
100428	Assistant to the City Manager, Senior	1	21	\$ 83,391	\$ 138,774	100428	E	U
700958	Athletics Groundskeeper	1	7	\$ 30,273	\$ 49,401	700958		
100200	Auditor I	1	12	\$ 45,670	\$ 74,477	100200		
100201	Auditor II	1	14	\$ 53,581	\$ 88,622	100201		
100202	Auditor Supervisor	1	16	\$ 61,954	\$ 101,010	100202		
600807	Autobody Repair Mechanic	1	7	\$ 30,273	\$ 49,401	600807		
600808	Autobody Repair Mechanic, Senior	1	9	\$ 35,479	\$ 57,846	600808		
600817	Automotive Mechanic	1	10	\$ 38,457	\$ 62,711	600817		
600813	Automotive Operations Manager	1	13	\$ 49,257	\$ 80,317	600813		
800044	Automotive Repair Technician	1	10	\$ 38,457	\$ 62,711	800044		
800045	Automotive Repair Technician, Senior	1	12	\$ 45,670	\$ 74,477	800045		
600821	Automotive Service Attendant	1	8	\$ 32,758	\$ 53,420	600821		
100850	Automotive Service Writer	1	11	\$ 42,029	\$ 68,583	100850		
300609	Battalion Fire Chief	5	9	\$ 91,207	\$ 113,702	300609		
800015	Benefit Programs Specialist I	1	9	\$ 35,479	\$ 57,846	800015		
100198	Benefit Programs Specialist II	1	11	\$ 42,029	\$ 68,583	100198		
100199	Benefit Programs Specialist, Senior	1	12	\$ 45,670	\$ 74,477	100199		
200540	Benefit Programs Supervisor	1	13	\$ 49,257	\$ 80,317	200540		
200560	Benefit Programs Supervisor, Senior	1	14	\$ 53,581	\$ 88,622	200560		
TBD	Benefits Specialist (HR only)	1	11	\$ 42,029	\$ 68,583	TBD		
100159	Box Office Manager	1	13	\$ 49,257	\$ 80,317	100159		
100205	Box Office Supervisor	1	9	\$ 35,479	\$ 57,846	100205		
200454	Bridge Inspection Supervisor	1	13	\$ 49,257	\$ 80,317	200454		
700905	Bridge Maintenance Supervisor	1	13	\$ 49,257	\$ 80,317	700905		
800033	Broadcast Production Assistant	1	5	\$ 25,934	\$ 42,329	800033		
101453	Budget & Policy Analyst I (Budget only)	1	13	\$ 49,257	\$ 80,317	101453		
101454	Budget & Policy Analyst II (Budget only)	1	14	\$ 53,581	\$ 88,622	101454		
100452	Budget & Policy Analyst, Senior (Budget only)	1	16	\$ 61,954	\$ 101,010	100452		U
100215	Budget & Policy Manager (Budget only)	1	20	\$ 79,846	\$ 130,201	100215		U
100454	Budget Technician	1	9	\$ 35,479	\$ 57,846	100454		
700903	Building / Equipment Maintenance Supervisor	1	11	\$ 42,029	\$ 68,583	700903		
000095	Building Commissioner	1	20	\$ 79,846	\$ 130,201	000095	S	U
100460	Bureau Manager	1	18	\$ 70,758	\$ 115,380	100460	S	U
H00041	Business Analyst	2	H5	\$ 20.75	\$ 46.50	H00041		
100325	Business Development Analyst, Principal	1	18	\$ 70,758	\$ 115,380	100325	S	U
100191	Business Development Consultant	1	13	\$ 49,257	\$ 80,317	100191		
100192	Business Development Manager	1	16	\$ 61,954	\$ 101,010	100192	S	U
100324	Business Development Manager, Senior	1	17	\$ 66,188	\$ 108,018	100324	S	U
100323	Business Manager	1	13	\$ 49,257	\$ 80,317	100323		
100870	Capacity Analyst	1	13	\$ 49,257	\$ 80,317	100870		
600824	Carpenter I	1	8	\$ 32,758	\$ 53,420	600824		
600825	Carpenter II	1	9	\$ 35,479	\$ 57,846	600825		
100503	Case Manager I	1	7	\$ 30,273	\$ 49,401	100503		



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
100484	Case Manager II	1	9	\$ 35,479	\$ 57,846	100484		
100485	Case Manager III	1	11	\$ 42,029	\$ 68,583	100485		
100486	Case Manager IV	1	12	\$ 45,670	\$ 74,477	100486		
100169	Cash & Investments Analyst	1	13	\$ 49,257	\$ 80,317	100169		
100170	Cash & Investments Analyst, Senior (Finance only)	1	14	\$ 53,581	\$ 88,622	100170		
CC0011	Cashier - CC	CCC	3	\$ 32,649	\$ 52,192	CC0011	C	U
100860	CCTV Technician	1	11	\$ 42,029	\$ 68,583	100860		
700906	Cemetery Manager I	1	6	\$ 28,261	\$ 46,079	700906		
700907	Cemetery Manager II	1	9	\$ 35,479	\$ 57,846	700907		
CR0006	Chief Deputy - COR	COR	6	\$ 70,882	\$ 124,752	CR0006	C	U
TR0012	Chief Deputy - TR	TRO	6	\$ 70,882	\$ 124,752	TR0012	C	U
CC0002	Chief Deputy Circuit Court	CCC	9	\$ 70,882	\$ 124,752	CC0002	C	U
100282	Chief Deputy City Attorney	1	27	\$ 127,385	\$ 210,572	100282	L	U
100278	Chief Deputy City Clerk	1	15	\$ 58,004	\$ 94,838	100278		U
000004	Chief Deputy City Manager	1	27	\$ 127,385	\$ 210,572	000004	E	U
CA0016	Chief Deputy Commonwealth's Attorney	CWA	13	\$ 100,353	\$ 159,561	CA0016	C	U
200421	Chief Deputy Real Estate Assessor	1	20	\$ 79,846	\$ 130,201	200421	S	U
000072	Chief Information Officer	1	24	\$ 97,496	\$ 167,171	000072	E	U
800650	Chief Marketing Officer	1	24	\$ 97,496	\$ 167,171	800650	E	U
000815	Chief Medical Officer	1	29	N/R	N/R	000815	S	U
800701	Chief of Construction Operations	1	16	\$ 61,954	\$ 101,010	800701		
000066	Chief of Fire-Rescue	1	25	\$ 105,275	\$ 177,888	000066	E	U
000816	Chief of Nursing	1	16	\$ 61,954	\$ 101,010	000816		
000040	Chief of Police	1	25	\$ 105,275	\$ 177,888	000040	E	U
TBD	Chief of Staff	1	24	\$ 97,496	\$ 167,171	TBD	E	U
600830	Chief Operating Engineer	1	16	\$ 61,954	\$ 101,010	600830		
800600	Chief Park Ranger	1	12	\$ 45,670	\$ 74,477	800600		
100800	Chief Procurement Officer	1	21	\$ 83,391	\$ 138,774	100800	E	U
000005	Chief Resilience Officer	1	24	\$ 97,496	\$ 167,171	000005	E	U
100234	Chief Training Officer-CES	1	12	\$ 45,670	\$ 74,477	100234		
800028	Chief Waterworks Operator	1	13	\$ 49,257	\$ 80,317	800028		
500714	Citizen Service Advisor I	1	6	\$ 28,261	\$ 46,079	500714		
500715	Citizen Service Advisor II	1	7	\$ 30,273	\$ 49,401	500715		
500716	Citizen Service Advisor III	1	9	\$ 35,479	\$ 57,846	500716		
500717	Citizen Service Advisor Trainee	1	5	\$ 25,934	\$ 42,329	500717		
000110	City Assessor	1	22	\$ 87,620	\$ 147,347	000110	CA	U
000042	City Attorney	1	28	\$ 144,983	\$ 235,735	000042	CA	U
000044	City Auditor	1	20	\$ 79,846	\$ 130,201	000044	CA	U
000046	City Clerk	1	22	\$ 87,620	\$ 147,347	000046	CA	U
200545	City Coastal Engineer	1	21	\$ 83,391	\$ 138,774	200545		U
100480	City Controller	1	20	\$ 79,846	\$ 130,201	100480	S	U
100479	City Economist	1	18	\$ 70,758	\$ 115,380	100479		
000049	City Engineer	1	21	\$ 83,391	\$ 138,774	000049	S	U
700910	City Forester	1	15	\$ 58,004	\$ 94,838	700910		
100311	City Historian	1	12	\$ 45,670	\$ 74,477	100311		
000050	City Manager	1	29	N/R	N/R	000050	CA	U
TBD	City Planner Associate	1	11	\$ 42,029	\$ 68,583	TBD		
100248	City Planner I	1	12	\$ 45,670	\$ 74,477	100248		
100249	City Planner II	1	13	\$ 49,257	\$ 80,317	100249		
100467	City Planner III	1	14	\$ 53,581	\$ 88,622	100467		
100250	City Planning Manager	1	17	\$ 66,188	\$ 108,018	100250	S	U
200425	City Planning Technician	1	10	\$ 38,457	\$ 62,711	200425		
200426	City Planning Technician, Senior	1	11	\$ 42,029	\$ 68,583	200426		
100379	City Safety Officer	1	16	\$ 61,954	\$ 101,010	100379		
100252	City Surveyor	1	18	\$ 70,758	\$ 115,380	100252	S	U



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
100233	City Transportation Engineer	1	20	\$ 79,846	\$ 130,201	100233	S	U
TR0013	City Treasurer	TRO	7	N/R	N/R	TR0013	C	U
100162	City Wellness Coordinator	1	13	\$ 49,257	\$ 80,317	100162		
TBD	CivicLab Director	1	21	\$ 83,391	\$ 138,774	TBD		U
100255	Civil Engineer I	1	14	\$ 53,581	\$ 88,622	100255		
100256	Civil Engineer II	1	15	\$ 58,004	\$ 94,838	100256		
100257	Civil Engineer III	1	16	\$ 61,954	\$ 101,010	100257		
100258	Civil Engineer IV	1	17	\$ 66,188	\$ 108,018	100258		
100259	Civil Engineer V	1	18	\$ 70,758	\$ 115,380	100259		
SC0030	Civilian Court Security Screener	SHC	5	\$ 31,475	\$ 50,032	SC0030		U
CC0001	Clerk of the Circuit Court	CCC	10	N/R	N/R	CC0001	C	U
100517	Clinical Coordinator	1	14	\$ 53,581	\$ 88,622	100517		
SC0044	Clinical Mental Health Professional	SHC	6	\$ 33,049	\$ 52,535	SC0044		U
100518	Clinical Supervisor	1	15	\$ 58,004	\$ 94,838	100518		
100487	Clinician	1	13	\$ 49,257	\$ 80,317	100487		
200485	Codes Enforcement Team Leader	1	14	\$ 53,581	\$ 88,622	200485		
800046	Codes Records & Research Manager	1	14	\$ 53,581	\$ 88,622	800046		
800006	Codes Specialist	1	10	\$ 38,457	\$ 62,711	800006		
800489	Codes Specialist, Senior	1	11	\$ 42,029	\$ 68,583	800489		
100262	Collection Coordinator	1	11	\$ 42,029	\$ 68,583	100262		
CR0007	Commissioner of the Revenue	COR	7	N/R	N/R	CR0007	C	U
CA0017	Commonwealth's Attorney	CWA	14	N/R	N/R	CA0017	C	U
101346	Communications Account Manager	1	17	\$ 66,188	\$ 108,018	101346		
000116	Community Assessment Team Coordinator	1	11	\$ 42,029	\$ 68,583	000116		
TBD	Compensation & Staffing Analyst I (HR only)	1	13	\$ 49,257	\$ 80,317	TBD		
TBD	Compensation & Staffing Analyst II (HR only)	1	14	\$ 53,581	\$ 88,622	TBD		
TBD	Compensation & Staffing Analyst Senior (HR only)	1	15	\$ 58,004	\$ 94,838	TBD		
TBD	Compensation & Staffing Manager (HR only)	1	17	\$ 66,188	\$ 108,018	TBD		U
200552	Compliance Inspector	1	10	\$ 38,457	\$ 62,711	200552		
400550	Compliance Specialist	1	9	\$ 35,479	\$ 57,846	400550		
CC0004	Comptroller - CC	CCC	8	\$ 61,326	\$ 98,037	CC0004	C	U
200432	Computer Operations Supervisor	1	13	\$ 49,257	\$ 80,317	200432		
200461	Construction Inspector I	1	9	\$ 35,479	\$ 57,846	200461		
200462	Construction Inspector II	1	11	\$ 42,029	\$ 68,583	200462		
200463	Construction Inspector III	1	12	\$ 45,670	\$ 74,477	200463		
100488	Consumer Relations Specialist	1	13	\$ 49,257	\$ 80,317	100488		
000082	Contract & Program Administrator	1	14	\$ 53,581	\$ 88,622	000082		
000805	Contract Administrator	1	14	\$ 53,581	\$ 88,622	000805		
100370	Contract Monitoring Specialist	1	11	\$ 42,029	\$ 68,583	100370		
700912	Cook	1	4	\$ 24,032	\$ 39,189	700912		
SC0019	Corrections Director	SHC	16	\$ 55,422	\$ 88,104	SC0019	C	U
SC0031	Counselor - SC	SHC	8	\$ 36,436	\$ 57,920	SC0031		U
100502	Counselor I	1	7	\$ 30,273	\$ 49,401	100502		
100489	Counselor II	1	9	\$ 35,479	\$ 57,846	100489		
100490	Counselor III	1	11	\$ 42,029	\$ 68,583	100490		
100491	Counselor IV	1	12	\$ 45,670	\$ 74,477	100491		
400651	Creative Designer & Production Manager	1	12	\$ 45,670	\$ 74,477	400651		
700914	Crew Leader I	1	9	\$ 35,479	\$ 57,846	700914		
700915	Crew Leader II	1	10	\$ 38,457	\$ 62,711	700915		
800660	Crime Analyst	1	12	\$ 45,670	\$ 74,477	800660		
800670	Crime Analyst, Senior	1	13	\$ 49,257	\$ 80,317	800670		
400652	Criminal Docket Specialist	1	9	\$ 35,479	\$ 57,846	400652		
200531	Cross-Connection Specialist	1	8	\$ 32,758	\$ 53,420	200531		
200532	Cross-Connection Specialist, Senior	1	10	\$ 38,457	\$ 62,711	200532		
100272	Curator	1	12	\$ 45,670	\$ 74,477	100272		



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
700920	Custodian	1	2	\$ 20,702	\$ 33,761	700920		
700919	Custodian, Senior	1	4	\$ 24,032	\$ 39,189	700919		
800610	Customer Service Manager	1	18	\$ 70,758	\$ 115,380	800610	S	U
800018	Customer Service Representative	1	5	\$ 25,934	\$ 42,329	800018		
800609	Customer Service Supervisor	1	13	\$ 49,257	\$ 80,317	800609		
100699	Data Analyst	1	16	\$ 61,954	\$ 101,010	100699		
500718	Data Processor	1	4	\$ 24,032	\$ 39,189	500718		
200445	Data Quality Control Analyst	1	7	\$ 30,273	\$ 49,401	200445		
200443	Data Quality Control Manager	1	9	\$ 35,479	\$ 57,846	200443		
100700	Data Scientist	1	18	\$ 70,758	\$ 115,380	100700		U
100273	Database Administrator	1	16	\$ 61,954	\$ 101,010	100273		
000270	Database Manager	1	18	\$ 70,758	\$ 115,380	000270		
100411	Debt Management Specialist I	1	14	\$ 53,581	\$ 88,622	100411		
100418	Debt Management Specialist II	1	15	\$ 58,004	\$ 94,838	100418		
100414	Debt Manager	1	18	\$ 70,758	\$ 115,380	100414		
100481	Demographer	1	14	\$ 53,581	\$ 88,622	100481		
000092	Deputy Building Commissioner	1	15	\$ 58,004	\$ 94,838	000092		
000038	Deputy Chief of Police	1	22	\$ 87,620	\$ 147,347	000038		U
100275	Deputy City Attorney I	1	23	\$ 92,385	\$ 156,991	100275	L	U
100276	Deputy City Attorney II	1	24	\$ 97,496	\$ 167,171	100276	L	U
100277	Deputy City Attorney III	1	25	\$ 105,275	\$ 177,888	100277	L	U
100279	Deputy City Attorney, Senior	1	26	\$ 115,829	\$ 193,426	100279	L	U
100417	Deputy City Auditor	1	16	\$ 61,954	\$ 101,010	100417		U
100425	Deputy City Clerk / Administrative Analyst I	1	14	\$ 53,581	\$ 88,622	100425		U
100420	Deputy City Clerk / Assistant to the Mayor	1	11	\$ 42,029	\$ 68,583	100420		U
100473	Deputy City Clerk / Executive Assistant to the Mayor	1	20	\$ 79,846	\$ 130,201	100473		U
500773	Deputy City Clerk / Secretary	1	9	\$ 35,479	\$ 57,846	500773		U
500768	Deputy City Clerk / Secretary to the Mayor	1	12	\$ 45,670	\$ 74,477	500768		U
500764	Deputy City Clerk / Senior Secretary	1	10	\$ 38,457	\$ 62,711	500764		U
500772	Deputy City Clerk / Stenographic Reporter	1	8	\$ 32,758	\$ 53,420	500772		U
000002	Deputy City Manager	1	26	\$ 115,829	\$ 193,426	000002	E	U
000006	Deputy City Manager of Public Safety	1	26	\$ 115,829	\$ 193,426	000006	E	U
CC0010	Deputy Clerk II - CC	CCC	2	\$ 31,580	\$ 48,286	CC0010	C	U
CC0009	Deputy Clerk III - CC	CCC	3	\$ 32,649	\$ 52,192	CC0009	C	U
CC0014	Deputy Clerk IV - CC	CCC	5	\$ 40,171	\$ 67,628	CC0014	C	U
CA0015	Deputy Commonwealth's Attorney	CWA	12	\$ 90,171	\$ 143,374	CA0015	C	U
300606	Deputy Fire Chief	5	11	\$ 110,313	\$ 130,972	300606		U
200470	Deputy Fire Marshal	5	7	\$ 66,023	\$ 93,012	200470		
CR0001	Deputy I - COR	COR	1	\$ 28,006	\$ 56,711	CR0001	C	U
TR0005	Deputy I - TR	TRO	1	\$ 28,006	\$ 56,711	TR0005	C	U
CR0002	Deputy II - COR	COR	2	\$ 35,151	\$ 71,425	CR0002	C	U
TR0006	Deputy II - TR	TRO	2	\$ 35,151	\$ 71,425	TR0006	C	U
CR0003	Deputy III - COR	COR	3	\$ 48,925	\$ 80,889	CR0003	C	U
TR0007	Deputy III - TR	TRO	3	\$ 44,677	\$ 80,889	TR0007	C	U
TR0010	Deputy IV - TR	TRO	4	\$ 57,474	\$ 91,882	TR0010	C	U
200571	Deputy Real Estate Assessor	1	18	\$ 70,758	\$ 115,380	000110	CA	U
100203	Deputy Registrar / Elections Administrator	1	15	\$ 58,004	\$ 94,838	100203		U
SS0002	Deputy Sheriff	SHF	2	\$ 38,276	\$ 60,065	SS0002	C	U
SS0007	Deputy Sheriff (Captain)	SHF	7	\$ 58,693	\$ 92,105	SS0007	C	U
SS0010	Deputy Sheriff (Colonel)	SHF	10	\$ 74,565	\$ 117,014	SS0010	C	U
SS0004	Deputy Sheriff (Corporal)	SHF	3	\$ 42,072	\$ 66,023	SS0004	C	U
SS0009	Deputy Sheriff (Lieutenant Colonel)	SHF	9	\$ 71,074	\$ 111,534	SS0009	C	U
SS0006	Deputy Sheriff (Lieutenant)	SHF	6	\$ 50,872	\$ 79,832	SS0006	C	U
SS0008	Deputy Sheriff (Major)	SHF	8	\$ 61,565	\$ 96,613	SS0008	C	U
SS0003	Deputy Sheriff (Master)	SHF	4	\$ 45,290	\$ 71,073	SS0003	C	U



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
SS0001	Deputy Sheriff (Recruit)	SHF	1	\$ 35,000	\$ 35,000	SS0001	C	U
SS0005	Deputy Sheriff (Sergeant)	SHF	5	\$ 48,508	\$ 76,123	SS0005	C	U
100461	Design & Rehabilitation Consultant, Senior	1	14	\$ 53,581	\$ 88,622	100461		
100474	Design/Construction Project Manager, Senior	1	17	\$ 66,188	\$ 108,018	100474		
800049	Detention Center Assistant Superintendent	1	14	\$ 53,581	\$ 88,622	800049		
100244	Detention Center Superintendent	1	20	\$ 79,846	\$ 130,201	100244	S	U
800048	Detention Center Supervisor	1	12	\$ 45,670	\$ 74,477	800048		
500725	Direct Support Professional I	1	5	\$ 25,934	\$ 42,329	500725		
500726	Direct Support Professional II	1	6	\$ 28,261	\$ 46,079	500726		
000575	Director of Budget & Strategic Planning	1	24	\$ 97,496	\$ 167,171	000575	E	U
000075	Director of City Planning	1	24	\$ 97,496	\$ 167,171	000075	E	U
000054	Director of Communications	1	24	\$ 97,496	\$ 167,171	000054	E	U
CA0011	Director of Communications - CWA	CWA	8	\$ 54,051	\$ 86,481	CA0011	C	U
000065	Director of Cultural Facilities, Arts, & Entertainment	1	24	\$ 97,496	\$ 167,171	000065	E	U
000067	Director of Development	1	24	\$ 97,496	\$ 167,171	000067	E	U
000111	Director of Elections	1	22	\$ 87,620	\$ 147,347	000111		U
000068	Director of Finance	1	24	\$ 97,496	\$ 167,171	000068	E	U
000069	Director of General Services	1	24	\$ 97,496	\$ 167,171	000069	E	U
TBD	Director of Housing and Community Development	1	24	\$ 97,496	\$ 167,171	TBD	E	U
000070	Director of Human Resources	1	24	\$ 97,496	\$ 167,171	000070	E	U
000071	Director of Human Services	1	24	\$ 97,496	\$ 167,171	000071	E	U
000023	Director of Information Technology	1	24	\$ 97,496	\$ 167,171	000023	E	U
000073	Director of Libraries	1	24	\$ 97,496	\$ 167,171	000073	E	U
000084	Director of Maritime Center	1	24	\$ 97,496	\$ 167,171	000084	E	U
000074	Director of Neighborhood Development	1	24	\$ 97,496	\$ 167,171	000074	E	U
000076	Director of Public Works	1	24	\$ 97,496	\$ 167,171	000076	E	U
000081	Director of Recreation, Parks, & Open Space	1	24	\$ 97,496	\$ 167,171	000081	E	U
000145	Director of St. Paul's Transformation	1	24	\$ 97,496	\$ 167,171	000145	E	U
000056	Director of the Office of Emergency Preparedness & Response	1	24	\$ 97,496	\$ 167,171	000056	E	U
000142	Director of the Virginia Zoological Park	1	24	\$ 97,496	\$ 167,171	000142	E	U
000118	Director of Transit	1	24	\$ 97,496	\$ 167,171	000118	E	U
000077	Director of Utilities	1	24	\$ 97,496	\$ 167,171	000077	E	U
100295	Disability Case Manager	1	12	\$ 45,670	\$ 74,477	100295		
TBD	Diversity, Equity, and Inclusion Officer	1	22	\$ 87,620	\$ 147,347	TBD		U
100465	Division Head	1	16	\$ 61,954	\$ 101,010	100465	S	U
100492	Early Childhood Special Educator	1	14	\$ 53,581	\$ 88,622	100492		
100456	Economic & Policy Analyst	1	13	\$ 49,257	\$ 80,317	100456		
100457	Economic & Policy Analyst, Senior	1	15	\$ 58,004	\$ 94,838	100457		
100449	Economic Forecast Specialist (Budget only)	1	18	\$ 70,758	\$ 115,380	100449		U
100245	Education Manager	1	14	\$ 53,581	\$ 88,622	100245		
SC0013	Education Program Manager	SHC	11	\$ 44,288	\$ 70,402	SC0013	C	U
SC0008	Education Programs Specialist	SHC	10	\$ 40,171	\$ 63,857	SC0008	C	U
800010	Education Specialist	1	7	\$ 30,273	\$ 49,401	800010		
H00004	Election Aide	2	H2	\$ 8.25	\$ 18.75	H00004		
800011	Election Assistant I	1	5	\$ 25,934	\$ 42,329	800011		U
500759	Election Assistant II	1	6	\$ 28,261	\$ 46,079	500759		U
800009	Election Assistant III	1	7	\$ 30,273	\$ 49,401	800009		U
500760	Election Assistant IV	1	9	\$ 35,479	\$ 57,846	500760		U
600834	Electrician I	1	6	\$ 28,261	\$ 46,079	600834		
600835	Electrician II	1	10	\$ 38,457	\$ 62,711	600835		
600836	Electrician III	1	11	\$ 42,029	\$ 68,583	600836		
600837	Electrician IV	1	12	\$ 45,670	\$ 74,477	600837		
SC0005	Electronic Surveillance Supervisor	SHC	7	\$ 34,702	\$ 55,162	SC0005	C	U
600840	Electronics Technician I	1	9	\$ 35,479	\$ 57,846	600840		
600841	Electronics Technician II	1	11	\$ 42,029	\$ 68,583	600841		



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
100493	Emergency Services Counselor	1	13	\$ 49,257	\$ 80,317	100493		
TBD	Employee Relations Analyst I (HR only)	1	13	\$ 49,257	\$ 80,317	TBD		
TBD	Employee Relations Analyst II (HR only)	1	14	\$ 53,581	\$ 88,622	TBD		
TBD	Employee Relations Analyst, Senior (HR only)	1	15	\$ 58,004	\$ 94,838	TBD		
TBD	Employee Relations Manager (HR only)	1	17	\$ 66,188	\$ 108,018	TBD		U
700922	Engineering Aide	1	4	\$ 24,032	\$ 39,189	700922		
000085	Engineering Manager	1	20	\$ 79,846	\$ 130,201	000085	S	U
200437	Engineering Technician I	1	10	\$ 38,457	\$ 62,711	200437		
200438	Engineering Technician II	1	11	\$ 42,029	\$ 68,583	200438		
200439	Engineering Technician III	1	12	\$ 45,670	\$ 74,477	200439		
200440	Engineering Technician IV	1	13	\$ 49,257	\$ 80,317	200440		
100297	Enterprise Controller	1	16	\$ 61,954	\$ 101,010	100297		
100299	Environmental Engineer	1	14	\$ 53,581	\$ 88,622	100299		
700991	Environmental Health Assistant I	1	3	\$ 22,296	\$ 36,360	700991		
700992	Environmental Health Assistant II	1	4	\$ 24,032	\$ 39,189	700992		
000100	Environmental Services Manager	1	19	\$ 75,118	\$ 122,164	000100	S	U
200452	Environmental Specialist I	1	10	\$ 38,457	\$ 62,711	200452		
200453	Environmental Specialist II	1	12	\$ 45,670	\$ 74,477	200453		
700924	Equipment Operator I	1	5	\$ 25,934	\$ 42,329	700924		
700925	Equipment Operator II	1	7	\$ 30,273	\$ 49,401	700925		
700926	Equipment Operator III	1	8	\$ 32,758	\$ 53,420	700926		
700927	Equipment Operator IV	1	9	\$ 35,479	\$ 57,846	700927		
800402	Event Coordinator	1	12	\$ 45,670	\$ 74,477	800402		
800405	Event Support Crew Member I	1	4	\$ 24,032	\$ 39,189	800405		
800406	Event Support Crew Member II	1	6	\$ 28,261	\$ 46,079	800406		
500707	Executive Assistant	1	12	\$ 45,670	\$ 74,477	500707		
SC0032	Executive Assistant - SC	SHC	10	\$ 40,171	\$ 63,857	SC0032		U
000158	Executive Director - Slover Library	1	21	\$ 83,391	\$ 138,774	000158	E	U
000831	Executive Director CSB	1	24	\$ 97,496	\$ 167,171	000831	E	U
000861	Executive Director of Norfolk Healthcare Consortium	1	24	\$ 97,496	\$ 167,171	000861	E	U
000119	Executive Director of Real Estate Services	1	21	\$ 83,391	\$ 138,774	000119	E	U
000087	Executive Manager of Retirement Systems	1	20	\$ 79,846	\$ 130,201	000087	S	U
CA0010	Executive Secretary / Assistant - CWA	CWA	7	\$ 47,529	\$ 75,975	CA0010	C	U
H00059	Executive Specialist	2	H6	\$ 41.25	\$ 82.50	H00059		U
100253	Exhibits Manager / Designer	1	13	\$ 49,257	\$ 80,317	100253		
100871	Facilities Maintenance Manager	1	19	\$ 75,118	\$ 122,164	100871	S	U
800521	Facilities Manager	1	13	\$ 49,257	\$ 80,317	800521		
SC0033	Facilities Manager - SC	SHC	16	\$ 55,422	\$ 88,104	SC0033		U
800052	Family Services Associate	1	7	\$ 30,273	\$ 49,401	800052		
100364	Family Services Supervisor	1	14	\$ 53,581	\$ 88,622	100364		
100366	Family Services Worker I	1	11	\$ 42,029	\$ 68,583	100366		
100367	Family Services Worker II	1	12	\$ 45,670	\$ 74,477	100367		
200404	Family Services Worker III	1	13	\$ 49,257	\$ 80,317	200404		
000047	Financial Operations Manager	1	15	\$ 58,004	\$ 94,838	000047		
300611	Fire Captain	5	7	\$ 66,023	\$ 93,012	300611		
200471	Fire Inspector	5	4	\$ 50,835	\$ 75,240	200471		
300612	Fire Lieutenant	5	6	\$ 56,187	\$ 81,133	300612		
300614	Firefighter EMT	5	2(a)	\$ 45,088	\$ 59,089	300614		
300617	Firefighter EMT - Advanced	5	2	\$ 43,724	\$ 64,715	300617		
300643	Firefighter EMT - Intermediate	5	4	\$ 50,835	\$ 75,240	300643		
300616	Firefighter EMT - Paramedic	5	5	\$ 55,002	\$ 79,422	300616		
300604	Firefighter Recruit	5	1	\$ 41,200	\$ 41,200	300604		
SC0034	Fiscal Manager	SHC	14	\$ 51,268	\$ 81,501	SC0034		U
000090	Fiscal Manager I	1	13	\$ 49,257	\$ 80,317	000090		
800504	Fiscal Manager II	1	14	\$ 53,581	\$ 88,622	800504		



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
100371	Fiscal Monitoring Specialist I	1	11	\$ 42,029	\$ 68,583	100371		
100372	Fiscal Monitoring Specialist II	1	13	\$ 49,257	\$ 80,317	100372		
100373	Fiscal Systems Administrator (Finance only)	1	16	\$ 61,954	\$ 101,010	100373		
100167	Fiscal Systems Analyst	1	14	\$ 53,581	\$ 88,622	100167		
100471	Fiscal Systems Manager	1	17	\$ 66,188	\$ 108,018	100471		
600819	Fleet Coordinator	1	11	\$ 42,029	\$ 68,583	600819		
SC0022	Fleet Coordinator - SC	SHC	4	\$ 29,942	\$ 47,802	SC0022	C	U
000091	Fleet Maintenance Manager	1	19	\$ 75,118	\$ 122,164	000091	S	U
700911	Food Service Manager	1	11	\$ 42,029	\$ 68,583	700911		
700929	Forestry Crew Leader	1	11	\$ 42,029	\$ 68,583	700929		
700930	Forestry Supervisor	1	14	\$ 53,581	\$ 88,622	700930		
100314	Fraud Investigator	1	12	\$ 45,670	\$ 74,477	100314		
200542	Fraud Supervisor	1	13	\$ 49,257	\$ 80,317	200542		
700988	General Utility Maintenance Supervisor	1	14	\$ 53,581	\$ 88,622	700988		
800040	Geographic Information Systems Specialist I	1	10	\$ 38,457	\$ 62,711	800040		
800555	Geographic Information Systems Specialist II	1	12	\$ 45,670	\$ 74,477	800555		
800556	Geographic Information Systems Specialist III	1	15	\$ 58,004	\$ 94,838	800556		
800557	Geographic Information Systems Team Supervisor	1	17	\$ 66,188	\$ 108,018	800557		
200418	Geographic Information Systems Technician I	1	9	\$ 35,479	\$ 57,846	200418		
100423	Geographic Information Systems Technician II	1	11	\$ 42,029	\$ 68,583	100423		
200419	Grants & Development Coordinator	1	14	\$ 53,581	\$ 88,622	200419		
100451	Grants Manager	1	18	\$ 70,758	\$ 115,380	100451		U
SC0009	Grievance Coordinator	SHC	10	\$ 40,171	\$ 63,857	SC0009	C	U
700933	Groundskeeper	1	4	\$ 24,032	\$ 39,189	700933		
700931	Groundskeeper Crew Leader	1	9	\$ 35,479	\$ 57,846	700931		
100164	Health & Fitness Facilitator	1	10	\$ 38,457	\$ 62,711	100164		
700935	Horticulture Technician	1	5	\$ 25,934	\$ 42,329	700935		
700937	Horticulturist	1	12	\$ 45,670	\$ 74,477	700937		
SC0035	HR Administrator - SC	SHC	16	\$ 55,422	\$ 88,104	SC0035		U
SC0016	Human Resources & Budget Director	SHC	14	\$ 51,268	\$ 81,501	SC0016	C	U
800500	Human Resources Administrator	1	14	\$ 53,581	\$ 88,622	800500		
TBD	Human Resources Administration Manager (HR only)	1	17	\$ 66,188	\$ 108,018	TBD		U
500781	Human Resources Assistant I	1	6	\$ 28,261	\$ 46,079	500781		
500782	Human Resources Assistant II	1	7	\$ 30,273	\$ 49,401	500782		
TBD	Human Resources Benefits Manager (HR only)	1	17	\$ 66,188	\$ 108,018	TBD		U
TBD	Human Resources Specialist (HR only)	1	11	\$ 42,029	\$ 68,583	500780		
200446	Human Services Aide	1	5	\$ 25,934	\$ 42,329	200446		
101309	Human Services Operations Manager	1	15	\$ 58,004	\$ 94,838	101309		
300618	Humane Officer I (Police only)	1	9	\$ 35,479	\$ 57,846	300618		
300619	Humane Officer II (Police only)	1	11	\$ 42,029	\$ 68,583	300619		
CC0008	In Court Clerk - CC	CCC	4	\$ 36,519	\$ 58,378	CC0008	C	U
H00037	Information Technology Assistant	2	H5	\$ 20.75	\$ 46.50	H00037		
H00019	Information Technology Business Analyst	2	H5	\$ 20.75	\$ 46.50	H00019		
H00038	Information Technology Intern	2	H4	\$ 12.50	\$ 30.00	H00038		
100168	Information Technology Planner	1	14	\$ 53,581	\$ 88,622	100168		
100166	Information Technology Planner, Senior	1	18	\$ 70,758	\$ 115,380	100166		
200431	Information Technology Specialist	1	9	\$ 35,479	\$ 57,846	200431		
SC0020	Information Technology Systems Director	SHC	17	\$ 61,945	\$ 99,027	SC0020	C	U
200400	Information Technology Telecommunications Analyst I	1	11	\$ 42,029	\$ 68,583	200400		
200401	Information Technology Telecommunications Analyst II	1	13	\$ 49,257	\$ 80,317	200401		
200402	Information Technology Telecommunications Analyst III	1	16	\$ 61,954	\$ 101,010	200402		
200551	Information Technology Telecommunications Technician	1	11	\$ 42,029	\$ 68,583	200551		
800021	Information Technology Trainer	1	12	\$ 45,670	\$ 74,477	800021		
800020	Information Technology Training Coordinator	1	13	\$ 49,257	\$ 80,317	800020		
SC0015	Inmate Classification Manager	SHC	13	\$ 48,828	\$ 77,619	SC0015	C	U



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
SC0010	Inmate Classification Specialist	SHC	10	\$ 40,171	\$ 63,857	SC0010	C	U
SC0023	Inmate Rehabilitation Coordinator	SHC	12	\$ 46,226	\$ 74,067	SC0023	C	U
700939	Instrument Technician	1	8	\$ 32,758	\$ 53,420	700939		
000003	Intergovernmental Relations Officer	1	20	\$ 79,846	\$ 130,201	000003	E	U
SC0024	Investigations Director	SHC	14	\$ 51,268	\$ 81,501	SC0024	C	U
101347	Jury Administrator	1	12	\$ 45,670	\$ 74,477	101347	C	U
300626	Kennel Supervisor	1	8	\$ 32,758	\$ 53,420	300626		
101353	Land Record Specialist	1	10	\$ 38,457	\$ 62,711	101353		U
200498	Landscape Coordinator I	1	11	\$ 42,029	\$ 68,583	200498		
200499	Landscape Coordinator II	1	12	\$ 45,670	\$ 74,477	200499		
700913	Laundry Worker	1	1	\$ 19,242	\$ 31,613	700913		
100316	Law Clerk	1	13	\$ 49,257	\$ 80,317	100316		
H00018	Law Intern	2	H4	\$ 12.50	\$ 30.00	H00018		
600822	Lead Mason	1	7	\$ 30,273	\$ 49,401	600822		
700999	Lead Zookeeper	1	9	\$ 35,479	\$ 57,846	700999		
100318	Legal Administrator	1	15	\$ 58,004	\$ 94,838	100318		
CA0009	Legal Administrator - CWA	CWA	8	\$ 54,051	\$ 86,481	CA0009	C	U
500735	Legal Assistant	1	13	\$ 49,257	\$ 80,317	500735		
CA0008	Legal Assistant - CWA	CWA	6	\$ 41,724	\$ 66,699	CA0008	C	U
400655	Legal Coordinator I	1	11	\$ 42,029	\$ 68,583	400655	L	U
400656	Legal Coordinator II	1	13	\$ 49,257	\$ 80,317	400656	L	U
SC0017	Legal Counsel	SHC	15	\$ 52,784	\$ 83,914	SC0017	C	U
500740	Legal Secretary I	1	7	\$ 30,273	\$ 49,401	500740		
CA0006	Legal Secretary I - CWA	CWA	2	\$ 30,274	\$ 48,397	CA0006	C	U
500741	Legal Secretary II	1	11	\$ 42,029	\$ 68,583	500741		U
CA0007	Legal Secretary II - CWA	CWA	4	\$ 36,518	\$ 57,843	CA0007	C	U
H00030	Legislative Services Aide	2	H1	\$ 7.50	\$ 12.50	H00030		
100320	Librarian I	1	11	\$ 42,029	\$ 68,583	100320		
100321	Librarian II	1	14	\$ 53,581	\$ 88,622	100321		
100322	Librarian III	1	15	\$ 58,004	\$ 94,838	100322		
100326	Librarian IV	1	16	\$ 61,954	\$ 101,010	100326		
H00025	Library Aide	2	H1	\$ 7.50	\$ 12.50	H00025		
400665	Library Assistant I	1	4	\$ 24,032	\$ 39,189	400665		
SC0036	Library Assistant - SC	SHC	3	\$ 28,549	\$ 45,382	SC0036		U
400666	Library Assistant II	1	6	\$ 28,261	\$ 46,079	400666		
400660	Library Associate I	1	8	\$ 32,758	\$ 53,420	400660		
400661	Library Associate II	1	9	\$ 35,479	\$ 57,846	400661		
400667	Library Manager	1	18	\$ 70,758	\$ 115,380	400667		
200474	License Inspector I	1	8	\$ 32,758	\$ 53,420	200474		
200475	License Inspector II	1	10	\$ 38,457	\$ 62,711	200475		
400681	Licensed Practical Nurse	1	11	\$ 42,029	\$ 68,583	400681		
700941	Lifeguard	1	4	\$ 24,032	\$ 39,189	700941		
SC0042	Local Inmate Data System Technician	SHC	9	\$ 37,513	\$ 59,632	SC0042		U
000097	MacArthur Memorial Director	1	18	\$ 70,758	\$ 115,380	000097	S	U
SC0025	Maintenance Mechanic - SC	SHC	4	\$ 29,942	\$ 47,802	SC0025	C	U
700942	Maintenance Mechanic I	1	6	\$ 28,261	\$ 46,079	700942		
700943	Maintenance Mechanic II	1	8	\$ 32,758	\$ 53,420	700943		
SC0037	Maintenance Mechanic II - SC	SHC	7	\$ 34,702	\$ 55,162	SC0037		U
700944	Maintenance Mechanic III	1	9	\$ 35,479	\$ 57,846	700944		
600846	Maintenance Shop Manager	1	13	\$ 49,257	\$ 80,317	600846		
700946	Maintenance Supervisor I	1	11	\$ 42,029	\$ 68,583	700946		
700947	Maintenance Supervisor II	1	12	\$ 45,670	\$ 74,477	700947		
700949	Maintenance Worker I	1	4	\$ 24,032	\$ 39,189	700949		
700950	Maintenance Worker II	1	6	\$ 28,261	\$ 46,079	700950		
100171	Management Analyst I	1	11	\$ 42,029	\$ 68,583	100171		



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
100172	Management Analyst II	1	13	\$ 49,257	\$ 80,317	100172		
100173	Management Analyst III	1	14	\$ 53,581	\$ 88,622	100173		
100319	Management Services Administrator	1	18	\$ 70,758	\$ 115,380	100319	S	U
100875	Manager of Budget & Accounting	1	18	\$ 70,758	\$ 115,380	100875	S	U
100482	Manager of Emergency Communications	1	16	\$ 61,954	\$ 101,010	100482		
000806	Manager of Environmental Protection Programs	1	20	\$ 79,846	\$ 130,201	000806	E	U
000807	Manager of Event Services and Production	1	16	\$ 61,954	\$ 101,010	000807	S	U
100247	Manager of Visitor Marketing	1	14	\$ 53,581	\$ 88,622	100247		
100265	Manager of Visitor Services	1	12	\$ 45,670	\$ 74,477	100265		
H00027	Maritime Center Specialist I	2	H1	\$ 7.50	\$ 12.50	H00027		
H00028	Maritime Center Specialist II	2	H2	\$ 8.25	\$ 18.75	H00028		
H00029	Maritime Center Specialist III	2	H3	\$ 9.00	\$ 25.75	H00029		
100213	Mason	1	6	\$ 28,261	\$ 46,079	100213		
100496	Medical Records Administrator	1	11	\$ 42,029	\$ 68,583	100496		
500743	Medical Records Technician	1	9	\$ 35,479	\$ 57,846	500743		
100494	Mental Health Professional	1	11	\$ 42,029	\$ 68,583	100494		
700952	Messenger/Driver	1	2	\$ 20,702	\$ 33,761	700952		
300621	Meter Monitor	1	7	\$ 30,273	\$ 49,401	300621		
800449	Microcomputer Systems Analyst	1	13	\$ 49,257	\$ 80,317	800449		
SC0006	Microcomputer Systems Analyst - SC	SHC	8	\$ 36,436	\$ 57,920	SC0006	C	U
200450	Microcomputer Systems Analyst, Senior	1	14	\$ 53,581	\$ 88,622	200450		
200451	Microcomputer Systems Team Supervisor	1	16	\$ 61,954	\$ 101,010	200451		
500745	Micrographics Technician	1	4	\$ 24,032	\$ 39,189	500745		
101343	Multimedia Communications Specialist I	1	11	\$ 42,029	\$ 68,583	101343		
101344	Multimedia Communications Specialist II	1	13	\$ 49,257	\$ 80,317	101344		
101345	Multimedia Communications Specialist III	1	15	\$ 58,004	\$ 94,838	101345		
H00013	Municipal Intern I	2	H1	\$ 7.50	\$ 12.50	H00013		
H00014	Municipal Intern II	2	H2	\$ 8.25	\$ 18.75	H00014		
H00047	Municipal Intern III	2	H3	\$ 9.00	\$ 25.75	H00047		
300640	Museum Attendant	1	4	\$ 24,032	\$ 39,189	300640		
000298	Neighborhood Development Administrator	1	19	\$ 75,118	\$ 122,164	000298	S	U
200482	Neighborhood Development Specialist	1	11	\$ 42,029	\$ 68,583	200482		
100459	Neighborhood Development Specialist, Senior	1	13	\$ 49,257	\$ 80,317	100459		
000297	Neighborhood Services Manager	1	15	\$ 58,004	\$ 94,838	000297		
SC0018	Network Engineer - SC	SHC	16	\$ 55,422	\$ 88,104	SC0018	C	U
800544	Network Engineer I	1	10	\$ 38,457	\$ 62,711	800544		
800546	Network Engineer II	1	16	\$ 61,954	\$ 101,010	800546		
800545	Network Engineer III	1	17	\$ 66,188	\$ 108,018	800545		
200403	Network Engineer IV	1	18	\$ 70,758	\$ 115,380	200403		
800547	Network Security Engineer	1	17	\$ 66,188	\$ 108,018	800547		
100522	Nurse Coordinator - Supervisor	1	13	\$ 49,257	\$ 80,317	100522		
100523	Nurse Practitioner	1	20	\$ 79,846	\$ 130,201	100523	S	U
500750	Office Assistant	1	3	\$ 22,296	\$ 36,360	500750		
500755	Office Manager	1	10	\$ 38,457	\$ 62,711	500755		
600852	Operating Engineer I	1	6	\$ 28,261	\$ 46,079	600852		
600853	Operating Engineer II	1	9	\$ 35,479	\$ 57,846	600853		
700940	Operations Apprentice	1	2	\$ 20,702	\$ 33,761	700940		
100300	Operations Controller	1	16	\$ 61,954	\$ 101,010	100300		
000113	Operations Manager	1	14	\$ 53,581	\$ 88,622	000113		
300638	Operations Officer I (Police only)	1	7	\$ 30,273	\$ 49,401	300638		
300642	Operations Officer II (Police only)	1	8	\$ 32,758	\$ 53,420	300642		
TBD	Operations Officer III (Police only)	1	9	\$ 35,479	\$ 57,846	TBD		
TBD	Organizational Development Analyst (HR only)	1	13	\$ 49,257	\$ 80,317	TBD		
TBD	Organizational Development Analyst, Senior (HR only)	1	15	\$ 58,004	\$ 94,838	TBD		
TBD	Organizational Development Manager (HR only)	1	17	\$ 66,188	\$ 108,018	TBD		U



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
600855	Painter I	1	6	\$ 28,261	\$ 46,079	600855		
600856	Painter II	1	8	\$ 32,758	\$ 53,420	600856		
CA0005	Paralegal - CWA	CWA	4	\$ 36,518	\$ 57,843	CA0005	C	U
400674	Paralegal Claims Investigator	1	12	\$ 45,670	\$ 74,477	400674	L	U
400678	Paralegal Generalist	1	10	\$ 38,457	\$ 62,711	400678	L	U
800680	Park Ranger	1	7	\$ 30,273	\$ 49,401	800680		
000107	Parking Administrator	1	14	\$ 53,581	\$ 88,622	000107		
H00035	Parking Attendant	2	H1	\$ 7.50	\$ 12.50	H00035		
000010	Parking Director	1	20	\$ 79,846	\$ 130,201	000010	S	U
100340	Parking Manager	1	12	\$ 45,670	\$ 74,477	100340		
H00040	Parking Operations Supervisor	2	H3	\$ 9.00	\$ 25.75	H00040		
100387	Parking Supervisor	1	9	\$ 35,479	\$ 57,846	100387		
SC0026	Payroll & Benefits Coordinator	SHC	8	\$ 36,436	\$ 57,920	SC0026	C	U
100156	Payroll Administrator	1	14	\$ 53,581	\$ 88,622	100156		
100157	Payroll Manager	1	17	\$ 66,188	\$ 108,018	100157		U
800042	Payroll Specialist	1	11	\$ 42,029	\$ 68,583	800042		
100500	Peer Recovery Specialist I	1	8	\$ 32,758	\$ 53,420	100500		
100501	Peer Recovery Specialist II	1	9	\$ 35,479	\$ 57,846	100501		
101348	Peer Recovery Specialist III	1	10	\$ 38,457	\$ 62,711	101348		
101349	Peer Recovery Specialist IV	1	11	\$ 42,029	\$ 68,583	101349		
200510	Permit Technician	1	8	\$ 32,758	\$ 53,420	200510		
200511	Permits Specialist	1	12	\$ 45,670	\$ 74,477	200511		
200512	Permits Specialist, Senior	1	13	\$ 49,257	\$ 80,317	200512		
800347	Personnel Specialist	1	11	\$ 42,029	\$ 68,583	800347		
000820	Pharmacist	1	29	N/R	N/R	000820	S	U
100865	Pharmacy Technician	1	10	\$ 38,457	\$ 62,711	100865		
000851	Physician	1	29	N/R	N/R	000851	S	U
600860	Plumber	1	10	\$ 38,457	\$ 62,711	600860		
600861	Plumber, Senior	1	11	\$ 42,029	\$ 68,583	600861		
300623	Police Captain	5	9	\$ 91,207	\$ 113,702	300623		
300624	Police Corporal	5	5	\$ 55,002	\$ 79,422	300624		
400672	Police Identification Clerk	1	5	\$ 25,934	\$ 42,329	400672		
300625	Police Lieutenant	5	8	\$ 81,059	\$ 101,051	300625		
300630	Police Officer	5	4	\$ 50,835	\$ 75,240	300630		
100305	Police Records & Identification Section Supervisor	1	12	\$ 45,670	\$ 74,477	100305		
300632	Police Recruit	5	1	\$ 41,200	\$ 41,200	300632		
300635	Police Sergeant	5	7	\$ 66,023	\$ 93,012	300635		
700951	Pool Manager	1	10	\$ 38,457	\$ 62,711	700951		
100505	Practice Manager	1	13	\$ 49,257	\$ 80,317	100505		
400700	Pre-Trial Probation Officer I	1	9	\$ 35,479	\$ 57,846	400700		
400701	Pre-Trial Probation Officer II	1	11	\$ 42,029	\$ 68,583	400701		
100462	Principal Planner	1	15	\$ 58,004	\$ 94,838	100462		
SC0011	Procurement Specialist - SC	SHC	10	\$ 40,171	\$ 63,857	SC0011	C	U
100209	Procurement Specialist I	1	10	\$ 38,457	\$ 62,711	100209		
100210	Procurement Specialist II	1	13	\$ 49,257	\$ 80,317	100210		
100510	Procurement Specialist III	1	15	\$ 58,004	\$ 94,838	100510		
TBD	Procurement Specialist IV	1	16	\$ 61,954	\$ 101,010	TBD		
100497	Professional Municipal Trainee	1	9	\$ 35,479	\$ 57,846	100497		
SC0043	Professional Standards Office Analyst	SHC	10	\$ 40,171	\$ 63,857	SC0043	C	U
100351	Program Administrator	1	13	\$ 49,257	\$ 80,317	100351		
100352	Program Coordinator	1	11	\$ 42,029	\$ 68,583	100352		
800523	Program Supervisor	1	13	\$ 49,257	\$ 80,317	800523		
200515	Programmer/Analyst I	1	11	\$ 42,029	\$ 68,583	200515		
200516	Programmer/Analyst II	1	12	\$ 45,670	\$ 74,477	200516		
200517	Programmer/Analyst III	1	14	\$ 53,581	\$ 88,622	200517		



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Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
200518	Programmer/Analyst IV	1	15	\$ 58,004	\$ 94,838	200518		
200519	Programmer/Analyst V	1	16	\$ 61,954	\$ 101,010	200519		
800570	Programs Manager	1	15	\$ 58,004	\$ 94,838	800570		
100268	Project Coordinator	1	13	\$ 49,257	\$ 80,317	100268		
100469	Project Manager	1	16	\$ 61,954	\$ 101,010	100469		
100404	Project Manager, Senior	1	17	\$ 66,188	\$ 108,018	100404	S	U
100910	Property & Evidence Technician	1	9	\$ 35,479	\$ 57,846	100910		
000063	Property Manager	1	15	\$ 58,004	\$ 94,838	000063		
SC0038	Property Technician - SC	SHC	4	\$ 29,942	\$ 47,802	SC0038		U
000822	Psychiatrist	1	29	N/R	N/R	000822	S	U
000823	Psychologist	1	16	\$ 61,954	\$ 101,010	000823		
SC0014	Public Affairs Officer	SHC	11	\$ 44,288	\$ 70,402	SC0014	C	U
400675	Public Health Aide	1	3	\$ 22,296	\$ 36,360	400675		
CA0019	Public Information Specialist - CWA	CWA	4	\$ 36,518	\$ 57,843	CA0019	C	U
100375	Public Information Specialist I	1	10	\$ 38,457	\$ 62,711	100375		
100376	Public Information Specialist II	1	12	\$ 45,670	\$ 74,477	100376		
800034	Public Relations Assistant	1	6	\$ 28,261	\$ 46,079	800034		
SC0039	Public Relations Assistant - SC	SHC	7	\$ 34,702	\$ 55,162	SC0039		U
100410	Public Relations Specialist	1	12	\$ 45,670	\$ 74,477	100410		
H00048	Public Safety Intern	2	H2	\$ 8.25	\$ 18.75	H00048		
200554	Public Safety Telecommunicator I	1	10	\$ 38,457	\$ 62,711	200554		
200555	Public Safety Telecommunicator II	1	11	\$ 42,029	\$ 68,583	200555		
200556	Public Safety Telecommunicator III	1	12	\$ 45,670	\$ 74,477	200556		
200553	Public Safety Telecommunicator, Supervisor	1	13	\$ 49,257	\$ 80,317	200553		
100269	Public Services Coordinator	1	11	\$ 42,029	\$ 68,583	100269		
000109	Purchasing Agent	1	19	\$ 75,118	\$ 122,164	000109	S	U
800516	Quality Assurance Inspector	1	8	\$ 32,758	\$ 53,420	800516		
800518	Quality Assurance Specialist	1	12	\$ 45,670	\$ 74,477	800518		
800024	Radio Communications Systems Analyst	1	10	\$ 38,457	\$ 62,711	800024		
600875	Radio Communications Systems Analyst, Senior	1	12	\$ 45,670	\$ 74,477	600875		
600876	Radio Communications Systems Supervisor	1	14	\$ 53,581	\$ 88,622	600876		
800025	Radio Communications Systems Technician	1	8	\$ 32,758	\$ 53,420	800025		
100176	Real Estate Analyst	1	11	\$ 42,029	\$ 68,583	100176		
200525	Real Estate Appraiser I	1	11	\$ 42,029	\$ 68,583	200525		U
200526	Real Estate Appraiser II	1	13	\$ 49,257	\$ 80,317	200526		U
200527	Real Estate Appraiser III	1	14	\$ 53,581	\$ 88,622	200527		U
101350	Real Estate Appraiser IV	1	15	\$ 58,004	\$ 94,838	101350		U
200570	Real Estate CAMA Modeler Analyst	1	16	\$ 61,954	\$ 101,010	200570		U
800517	Real Estate Coordinator	1	12	\$ 45,670	\$ 74,477	800517		
200434	Real Estate Residential Team Leader	1	17	\$ 66,188	\$ 108,018	200434		U
500756	Records & Information Clerk	1	4	\$ 24,032	\$ 39,189	500756		
100341	Records Administrator	1	13	\$ 49,257	\$ 80,317	100341		
SC0001	Records Clerk	SHC	2	\$ 25,894	\$ 41,163	SC0001	C	U
SC0040	Records Clerk II	SHC	7	\$ 34,702	\$ 55,162	SC0040		U
H00015	Recreation Activity Instructor	2	H3	\$ 9.00	\$ 25.75	H00015		
H00016	Recreation Aide	2	H1	\$ 7.50	\$ 12.50	H00016		
800026	Recreation Specialist	1	10	\$ 38,457	\$ 62,711	800026		
100355	Recreation Supervisor	1	12	\$ 45,670	\$ 74,477	100355		
100357	Recreation Supervisor, Senior	1	13	\$ 49,257	\$ 80,317	100357		
800522	Recycling Coordinator	1	14	\$ 53,581	\$ 88,622	800522		
700969	Refuse Collection Supervisor	1	13	\$ 49,257	\$ 80,317	700969		
700967	Refuse Collector Apprentice	1	5	\$ 25,934	\$ 42,329	700967		
700966	Refuse Collector Assistant	1	4	\$ 24,032	\$ 39,189	700966		
700968	Refuse Collector I	1	8	\$ 32,758	\$ 53,420	700968		
700971	Refuse Collector II	1	9	\$ 35,479	\$ 57,846	700971		



**Alphabetical Classification Listing**  
Effective July 1, 2021

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
700965	Refuse Collector III	1	10	\$ 38,457	\$ 62,711	700965		
700970	Refuse Collector, Lead	1	12	\$ 45,670	\$ 74,477	700970		
200484	Refuse Inspector	1	11	\$ 42,029	\$ 68,583	200484		
100358	Registered Nurse	1	12	\$ 45,670	\$ 74,477	100358		
200605	Reimbursement Specialist	1	9	\$ 35,479	\$ 57,846	200605		
800200	Reimbursement Supervisor	1	14	\$ 53,581	\$ 88,622	800200		
800201	Reimbursement Technician	1	6	\$ 28,261	\$ 46,079	800201		
100498	Research Analyst	1	9	\$ 35,479	\$ 57,846	100498		
100360	Reservoir Manager	1	12	\$ 45,670	\$ 74,477	100360		
800691	Retirement Benefits Administrator (Finance only)	1	17	\$ 66,188	\$ 108,018	800691		
800692	Retirement Benefits Specialist I (Finance only)	1	10	\$ 38,457	\$ 62,711	800692		
800693	Retirement Benefits Specialist II (Finance only)	1	11	\$ 42,029	\$ 68,583	800693		
900004	Right of Way Permit Supervisor	1	15	\$ 58,004	\$ 94,838	900004		
800514	Right of Way Program Manager	1	16	\$ 61,954	\$ 101,010	800514		
101351	Risk Analyst	1	14	\$ 53,581	\$ 88,622	101351		
000112	Risk Manager	1	18	\$ 70,758	\$ 115,380	000112		U
200528	Safety Specialist	1	11	\$ 42,029	\$ 68,583	200528		
100217	Sales Representative	1	11	\$ 42,029	\$ 68,583	100217		
H00022	School Crossing Guard	2	H4	\$ 12.50	\$ 30.00	H00022		
SC0002	Secretary I	SHC	3	\$ 28,549	\$ 45,382	SC0002	C	U
SC0003	Secretary II	SHC	5	\$ 31,475	\$ 50,032	SC0003	C	U
SC0004	Secretary to the Sheriff	SHC	6	\$ 33,049	\$ 52,535	SC0004	C	U
300639	Security Officer	1	6	\$ 28,261	\$ 46,079	300639		
100293	Self-Sufficiency Specialist I	1	10	\$ 38,457	\$ 62,711	100293		
100294	Self-Sufficiency Specialist II	1	11	\$ 42,029	\$ 68,583	100294		
100292	Self-Sufficiency Specialist, Senior	1	12	\$ 45,670	\$ 74,477	100292		
100291	Self-Sufficiency Supervisor	1	13	\$ 49,257	\$ 80,317	100291		
800800	Senior Accountant I (Finance only)	1	12	\$ 45,670	\$ 74,477	800800		
800801	Senior Accountant II (Finance only)	1	13	\$ 49,257	\$ 80,317	800801		
800802	Senior Accountant III (Finance only)	1	14	\$ 53,581	\$ 88,622	800802		
800803	Senior Accountant IV (Finance only)	1	16	\$ 61,954	\$ 101,010	800803		
800804	Senior Accountant V (Finance only)	1	18	\$ 70,758	\$ 115,380	800804		
101180	Senior Accounting Manager (Finance only)	1	19	\$ 75,118	\$ 122,164	101180		
200412	Services & Support Supervisor	1	16	\$ 61,954	\$ 101,010	200412		
SC0021	Sheriff	SHC	18	N/R	N/R	SC0021	C	U
800506	Software Analyst	1	13	\$ 49,257	\$ 80,317	800506		
000144	Special Assistant	1	20	\$ 79,846	\$ 130,201	000144	E	U
SC0027	Staff Accountant	SHC	10	\$ 40,171	\$ 63,857	SC0027	C	U
500700	Staff Technician I	1	8	\$ 32,758	\$ 53,420	500700		
500701	Staff Technician II	1	9	\$ 35,479	\$ 57,846	500701		
100427	Stage Crew Chief	1	11	\$ 42,029	\$ 68,583	100427		
800401	Stage Production Manager	1	12	\$ 45,670	\$ 74,477	800401		
500771	Stenographic Reporter	1	10	\$ 38,457	\$ 62,711	500771		
600883	Storekeeper I	1	5	\$ 25,934	\$ 42,329	600883		
600884	Storekeeper II	1	6	\$ 28,261	\$ 46,079	600884		
600885	Storekeeper III	1	8	\$ 32,758	\$ 53,420	600885		
800513	Storm Water Assistant Superintendent	1	14	\$ 53,581	\$ 88,622	800513		
000125	Storm Water Engineer	1	19	\$ 75,118	\$ 122,164	000125	S	U
000031	Storm Water Operations Manager	1	15	\$ 58,004	\$ 94,838	000031		
700976	Street Maintenance Supervisor	1	10	\$ 38,457	\$ 62,711	700976		
000138	Superintendent of the Virginia Zoological Park	1	20	\$ 79,846	\$ 130,201	000138	S	U
000136	Superintendent of Traffic Operations	1	16	\$ 61,954	\$ 101,010	000136		
000134	Superintendent of Waste Management	1	19	\$ 75,118	\$ 122,164	000134	S	U
CR0004	Supervising Deputy - COR	COR	4	\$ 57,474	\$ 91,882	CR0004	C	U
TR0001	Supervising Deputy - TR	TRO	4	\$ 57,474	\$ 91,882	TR0001	C	U



Alphabetical Classification Listing  
Effective July 1, 2021

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
CC0005	Supervising Deputy Clerk - CC	CCC	7	\$ 57,474	\$ 91,882	CC0005	C	U
600890	Supervising Operating Engineer	1	12	\$ 45,670	\$ 74,477	600890		
800022	Support Technician	1	5	\$ 25,934	\$ 42,329	800022		
200544	Survey Party Chief	1	10	\$ 38,457	\$ 62,711	200544		
200549	Systems Programmer	1	16	\$ 61,954	\$ 101,010	200549		
100499	Technology Manager	1	20	\$ 79,846	\$ 130,201	100499	S	U
100430	Therapeutic Recreation Specialist	1	10	\$ 38,457	\$ 62,711	100430		
H00003	Ticket Sales Supervisor	2	H3	\$ 9.00	\$ 25.75	H00003		
H00010	Ticket Seller	2	H1	\$ 7.50	\$ 12.50	H00010		
TBD	Total Absence Management Specialist (HR only)	1	11	\$ 42,029	\$ 68,583	TBD		
TBD	Total Absence Management Analyst (HR only)	1	13	\$ 49,257	\$ 80,317	TBD		
TBD	Total Absence Management Manager (HR only)	1	17	\$ 66,188	\$ 108,018	TBD		U
H00006	Tour/Information Assistant	2	H1	\$ 7.50	\$ 12.50	H00006		
800510	Towing Operations Manager	1	15	\$ 58,004	\$ 94,838	800510	S	U
100392	Traffic Engineer, Senior	1	15	\$ 58,004	\$ 94,838	100392		
100389	Traffic Engineering Assistant	1	14	\$ 53,581	\$ 88,622	100389		
800981	Traffic Maintenance Technician I	1	7	\$ 30,273	\$ 49,401	800981		
700981	Traffic Maintenance Technician II	1	8	\$ 32,758	\$ 53,420	700981		
700983	Traffic Maintenance Technician III	1	9	\$ 35,479	\$ 57,846	700983		
700982	Traffic Sign Fabricator I	1	7	\$ 30,273	\$ 49,401	700982		
700975	Traffic Sign Fabricator II	1	8	\$ 32,758	\$ 53,420	700975		
800012	Traffic Signal Technician I	1	9	\$ 35,479	\$ 57,846	800012		
800013	Traffic Signal Technician II	1	11	\$ 42,029	\$ 68,583	800013		
800016	Traffic Signal Technician III	1	12	\$ 45,670	\$ 74,477	800016		
800014	Traffic Signal Technician IV	1	13	\$ 49,257	\$ 80,317	800014		
900007	Traffic Systems Engineering Technician	1	11	\$ 42,029	\$ 68,583	900007		
100516	Training Specialist	1	11	\$ 42,029	\$ 68,583	100516		
100391	Transportation Engineer, Senior	1	15	\$ 58,004	\$ 94,838	100391		
100413	Transportation Strategic Planner	1	19	\$ 75,118	\$ 122,164	100413	S	U
700974	Tree Trimmer I	1	8	\$ 32,758	\$ 53,420	700974		
700984	Tree Trimmer II	1	10	\$ 38,457	\$ 62,711	700984		
101352	Utilities Instrumentation and Controls Technician	1	15	\$ 58,004	\$ 94,838	101352		
800035	Utility Construction Inspector	1	10	\$ 38,457	\$ 62,711	800035		
600892	Utility Maintenance Mechanic I	1	7	\$ 30,273	\$ 49,401	600892		
600893	Utility Maintenance Mechanic II	1	9	\$ 35,479	\$ 57,846	600893		
600894	Utility Maintenance Mechanic III	1	10	\$ 38,457	\$ 62,711	600894		
700986	Utility Maintenance Supervisor	1	11	\$ 42,029	\$ 68,583	700986		
700987	Utility Maintenance Supervisor, Senior	1	13	\$ 49,257	\$ 80,317	700987		
100332	Utility Operations Manager	1	19	\$ 75,118	\$ 122,164	100332	S	U
100394	Utility Planner	1	11	\$ 42,029	\$ 68,583	100394		
700996	Veterinarian	1	14	\$ 53,581	\$ 88,622	700996		
700995	Veterinary Technician	1	7	\$ 30,273	\$ 49,401	700995		
CA0001	Victim / Witness Program Advocate	CWA	1	\$ 23,316	\$ 37,273	CA0001	C	U
CA0002	Victim / Witness Program Assistant Director	CWA	2	\$ 30,274	\$ 48,397	CA0002	C	U
CA0018	Victim / Witness Program Coordinator	CWA	4	\$ 36,518	\$ 57,843	CA0018	C	U
CA0003	Victim / Witness Program Director	CWA	6	\$ 41,724	\$ 66,699	CA0003	C	U
800029	Visitor Services Assistant	1	5	\$ 25,934	\$ 42,329	800029		
800036	Visitor Services Coordinator	1	8	\$ 32,758	\$ 53,420	800036		
100246	Visitor Services Specialist	1	10	\$ 38,457	\$ 62,711	100246		
600827	Waste Management Automotive Mechanic	1	10	\$ 38,457	\$ 62,711	600827		
100397	Water Chemist	1	11	\$ 42,029	\$ 68,583	100397		
100398	Water Chemist, Senior	1	12	\$ 45,670	\$ 74,477	100398		
100399	Water Production Manager	1	19	\$ 75,118	\$ 122,164	100399	S	U
100333	Water Quality Manager	1	18	\$ 70,758	\$ 115,380	100333	S	U
200543	Water Treatment Supervisor	1	15	\$ 58,004	\$ 94,838	200543		



**Alphabetical Classification Listing**  
Effective July 1, 2021

Job Code	Classification Title	Plan	Grade	Minimum	Maximum	Job Code	Group	Unclassified
200565	Waterworks Operator I	1	8	\$ 32,758	\$ 53,420	200565		
200566	Waterworks Operator II	1	9	\$ 35,479	\$ 57,846	200566		
200567	Waterworks Operator III	1	10	\$ 38,457	\$ 62,711	200567		
200568	Waterworks Operator IV	1	11	\$ 42,029	\$ 68,583	200568		
600897	Welder	1	10	\$ 38,457	\$ 62,711	600897		
SC0041	Work Release Van Driver	SHC	6	\$ 33,049	\$ 52,535	SC0041		U
100237	Youth Detention Specialist I	1	9	\$ 35,479	\$ 57,846	100237		
800050	Youth Detention Specialist II	1	10	\$ 38,457	\$ 62,711	800050		
800051	Youth Detention Specialist III	1	11	\$ 42,029	\$ 68,583	800051		

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## Pay Plans

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FY 2022 Salary Ranges  
Effective July 1, 2021 - June 30, 2022

Plan 1						
Grade	Minimum		Midpoint		Maximum	
	Salary	Hourly Rate	Salary	Hourly Rate	Salary	Hourly Rate
1	\$19,242	\$9.25	\$25,427	\$12.22	\$31,613	\$15.20
2	\$20,702	\$9.95	\$27,232	\$13.09	\$33,761	\$16.23
3	\$22,296	\$10.72	\$29,328	\$14.10	\$36,360	\$17.48
4	\$24,032	\$11.55	\$31,611	\$15.20	\$39,189	\$18.84
5	\$25,934	\$12.47	\$34,131	\$16.41	\$42,329	\$20.35
6	\$28,261	\$13.59	\$37,170	\$17.87	\$46,079	\$22.15
7	\$30,273	\$14.55	\$39,837	\$19.15	\$49,401	\$23.75
8	\$32,758	\$15.75	\$43,089	\$20.72	\$53,420	\$25.68
9	\$35,479	\$17.06	\$46,662	\$22.43	\$57,846	\$27.81
10	\$38,457	\$18.49	\$50,584	\$24.32	\$62,711	\$30.15
11	\$42,029	\$20.21	\$55,306	\$26.59	\$68,583	\$32.97
12	\$45,670	\$21.96	\$60,073	\$28.88	\$74,477	\$35.81
13	\$49,257	\$23.68	\$64,787	\$31.15	\$80,317	\$38.61
14	\$53,581	\$25.76	\$71,101	\$34.18	\$88,622	\$42.61
15	\$58,004	\$27.89	\$76,421	\$36.74	\$94,838	\$45.60
16	\$61,954	\$29.79	\$81,482	\$39.17	\$101,010	\$48.56
17	\$66,188	\$31.82	\$87,103	\$41.88	\$108,018	\$51.93
18	\$70,758	\$34.02	\$93,069	\$44.74	\$115,380	\$55.47
19	\$75,118	\$36.11	\$98,641	\$47.42	\$122,164	\$58.73
20	\$79,846	\$38.39	\$105,023	\$50.49	\$130,201	\$62.60
21	\$83,391	\$40.09	\$111,083	\$53.41	\$138,774	\$66.72
22	\$87,620	\$42.13	\$117,483	\$56.48	\$147,347	\$70.84
23	\$92,385	\$44.42	\$124,688	\$59.95	\$156,991	\$75.48
24	\$97,496	\$46.87	\$132,334	\$63.62	\$167,171	\$80.37
25	\$105,275	\$50.61	\$141,581	\$68.07	\$177,888	\$85.52
26	\$115,829	\$55.69	\$154,627	\$74.34	\$193,426	\$92.99
27	\$127,385	\$61.24	\$168,979	\$81.24	\$210,572	\$101.24
28	\$144,983	\$69.70	\$190,369	\$91.52	\$235,755	\$113.34
29	N/R	N/R	N/R	N/R	N/R	N/R

Plan 2						
Grade	Minimum		Midpoint		Maximum	
H1	\$7.50		\$10.00		\$12.50	
H2	\$8.25		\$13.50		\$18.75	
H3	\$9.00		\$17.38		\$25.75	
H4	\$12.50		\$21.25		\$30.00	
H5	\$20.75		\$33.63		\$46.50	
H6	\$41.25		\$61.88		\$82.50	



**FY 2022 Salary Ranges**  
Effective July 1, 2021 - June 30, 2022

**Public Safety Pay Schedule (40 hours) - Plan 5**

GRADE	STEP											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$41,200											
Hourly	\$19.80769											
2(a)	\$42,403	\$43,464	\$44,551	\$45,664	\$46,806	\$47,976	\$50,405	\$51,666	\$54,281	\$55,791		
Hourly	\$20.38608	\$20.89613	\$21.41855	\$21.95386	\$22.50302	\$23.06556	\$24.23323	\$24.83934	\$26.09663	\$26.82259		
2	\$43,724	\$44,816	\$45,937	\$48,234	\$49,440	\$51,912	\$53,210	\$55,870	\$57,267	\$60,130	\$61,633	\$64,715
Hourly	\$21.02091	\$21.54631	\$22.08508	\$23.18936	\$23.76923	\$24.95769	\$25.58163	\$26.86072	\$27.53220	\$28.90883	\$29.63132	\$31.11293
3	\$44,805	\$45,926	\$47,073	\$49,427	\$50,663	\$53,195	\$54,525	\$57,252	\$58,498	\$61,618	\$63,158	\$66,316
Hourly	\$21.54087	\$22.07963	\$22.63128	\$23.76279	\$24.35702	\$25.57470	\$26.21400	\$27.52477	\$28.12395	\$29.62389	\$30.36420	\$31.88246
4	\$50,835	\$52,106	\$53,409	\$56,078	\$57,480	\$60,355	\$61,864	\$64,957	\$66,580	\$69,910	\$71,657	\$75,240
Hourly	\$24.43972	\$25.05079	\$25.67721	\$26.96075	\$27.63470	\$29.01678	\$29.74224	\$31.22930	\$32.00973	\$33.61068	\$34.45053	\$36.17330
5	\$55,002	\$57,752	\$59,196	\$60,676	\$63,710	\$65,302	\$68,567	\$70,282	\$73,795	\$75,640	\$79,422	
Hourly	\$26.44327	\$27.76543	\$28.45969	\$29.17128	\$30.62963	\$31.39519	\$32.96495	\$33.78945	\$35.47855	\$36.36544	\$38.18378	
6	\$56,187	\$58,996	\$60,470	\$61,982	\$65,082	\$66,709	\$70,044	\$71,795	\$75,385	\$77,270	\$81,133	
Hourly	\$27.01274	\$28.36363	\$29.07225	\$29.79919	\$31.28922	\$32.07163	\$33.67506	\$34.51688	\$36.24263	\$37.14883	\$39.00630	
7	\$66,023	\$69,324	\$71,058	\$74,610	\$76,475	\$80,299	\$82,306	\$86,422	\$88,582	\$93,012		
Hourly	\$31.74183	\$33.32892	\$34.16233	\$35.87025	\$36.76704	\$38.60519	\$39.57032	\$41.54911	\$42.58753	\$44.71735		
8	\$81,059	\$85,112	\$87,240	\$91,602	\$93,892	\$96,239	\$101,051					
Hourly	\$38.97064	\$40.91923	\$41.94229	\$44.03943	\$45.14025	\$46.26879	\$48.58233					
9	\$91,207	\$95,767	\$98,161	\$100,615	\$105,646	\$108,287	\$113,702					
Hourly	\$43.84928	\$46.04199	\$47.19282	\$48.37237	\$50.79138	\$52.06105	\$54.66428					
10	\$108,768	\$114,206	\$117,062	\$119,988	\$122,988	\$129,137						
Hourly	\$52.29231	\$54.90692	\$56.27960	\$57.68644	\$59.12893	\$62.08523						
11	\$110,313	\$115,829	\$118,724	\$121,692	\$124,735	\$130,972						
Hourly	\$53.03510	\$55.68685	\$57.07884	\$58.50598	\$59.96878	\$62.96717						

**Public Safety Pay Schedule (52 hours) - Plan 5**

GRADE	STEP											
	1	2	3	4	5	6	7	8	9	10	11	12
1	\$41,200											
Hourly	\$15.23669											
2(a)	\$42,403	\$43,464	\$44,551	\$45,664	\$46,806	\$47,976	\$50,405	\$51,666	\$54,281	\$55,791		
Hourly	\$15.68160	\$16.07394	\$16.47581	\$16.88758	\$17.31002	\$17.74274	\$18.64094	\$19.10719	\$20.07433	\$20.63276		
2	\$43,724	\$44,816	\$45,937	\$48,234	\$49,440	\$51,912	\$53,210	\$55,870	\$57,267	\$60,130	\$61,633	\$64,715
Hourly	\$16.16993	\$16.57409	\$16.98852	\$17.83797	\$18.28402	\$19.19822	\$19.67818	\$20.66209	\$21.17861	\$22.23756	\$22.79332	\$23.93303
3	\$44,805	\$45,926	\$47,073	\$49,427	\$50,663	\$53,195	\$54,525	\$57,252	\$58,683	\$61,618	\$63,158	\$66,316
Hourly	\$16.56990	\$16.98433	\$17.40868	\$18.27907	\$18.73617	\$19.67285	\$20.16461	\$21.17290	\$21.70237	\$22.78761	\$23.35708	\$24.52497
4	\$50,835	\$52,106	\$53,409	\$56,078	\$57,480	\$60,355	\$61,864	\$64,957	\$66,580	\$69,910	\$71,657	\$75,240
Hourly	\$18.79979	\$19.26984	\$19.75170	\$20.73903	\$21.25746	\$22.32060	\$22.87865	\$24.02254	\$24.62287	\$25.85437	\$26.50041	\$27.82562
5	\$55,002	\$57,752	\$59,196	\$60,676	\$63,710	\$65,302	\$68,567	\$70,282	\$73,795	\$75,640	\$79,422	
Hourly	\$20.34098	\$21.35803	\$21.89207	\$22.43945	\$23.56125	\$24.15015	\$25.35766	\$25.99188	\$27.29119	\$27.97341	\$29.37214	
6	\$56,187	\$58,996	\$60,470	\$61,982	\$65,082	\$66,709	\$70,044	\$71,795	\$75,385	\$77,270	\$81,133	
Hourly	\$20.77903	\$21.81817	\$22.36327	\$22.92245	\$24.06863	\$24.67048	\$25.90389	\$26.55145	\$27.87895	\$28.57602	\$30.00484	
7	\$66,023	\$69,326	\$71,058	\$74,610	\$76,475	\$80,299	\$82,306	\$86,422	\$88,582	\$93,012		
Hourly	\$24.41679	\$25.63839	\$26.27871	\$27.59250	\$28.28234	\$29.69630	\$30.43871	\$31.96085	\$32.75964	\$34.39796		
8	\$81,050	\$85,112	\$87,240	\$91,602	\$93,892	\$96,239	\$101,051					
Hourly	\$29.97399	\$31.47633	\$32.26330	\$33.87649	\$34.72327	\$35.59138	\$37.37102					
9	\$91,207	\$95,767	\$98,161	\$100,615	\$105,646	\$108,287	\$113,702					
Hourly	\$33.73021	\$35.41692	\$36.30217	\$37.20951	\$39.07029	\$40.04696	\$42.04945					
10	\$108,768	\$114,206	\$117,062	\$119,988	\$122,988	\$129,137						
Hourly	\$40.22485	\$42.23609	\$43.29200	\$44.37418	\$45.48379	\$47.75787						
11	\$110,313	\$115,819	\$118,724	\$121,692	\$124,735	\$130,972						
Hourly	\$40.79623	\$43.97879	\$43.90680	\$45.00460	\$46.12983	\$48.43628						